



## I. COURSE DESCRIPTION:

This course will provide a practical application to the theory learned in the graphic design curriculum. Students will complete a minimum of 112 hours in the workplace (16 full days) in a design or design related capacity. In addition to the industry component of this course there will be a 1 hour weekly session to discuss career building, job searches, professional ethics, and portfolio development. See note regarding advanced standing in this course

## II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Apply effective business practices and project management skills appropriate to his/her position in the graphic design field**

### Potential Elements of the Performance:

- Demonstrate the ability to keep track of project records in the workplace
- Demonstrate the ability to work within the expectations of the workplace
- Demonstrate an ability to work within designated deadlines and schedules
- Demonstrate an ability to develop self promotional plans for finding suitable employment.

2. **Develop and implement solutions to problems encountered in all phases of the graphic design process as their position in the field warrants.**

### Potential Elements of the Performance:

- Demonstrate the ability to help the workplace creatively solve graphical problems Demonstrate the ability to be a positive contributor to the workplace

3. **Develop personal and professional strategies and plans to improve job performance and professional relationships with clients co-workers and supervisors**

### Potential Elements of the Performance:

- Demonstrate the ability to work professionally in the industry as illustrated by keeping confidentiality, presenting a positive attitude and good work ethic, respecting start/finish times
- Demonstrate the ability to self evaluate one's work abilities Demonstrate an ability to make self improvement plans based on self analysis
- Demonstrate an ability to identify self or professional improvement goals and plan the steps to reach those goals
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4. **Develop personal and professional strategies and plans to improve job performance**

Potential Elements of the Performance:

- Demonstrate the ability to evoke a variety of emotions in the viewer.
- Demonstrate the ability to communicate abstract concepts using colour, shape, form

5. **Develop an ability to use documented design process to communicate design concept to others**

Potential Elements of the Performance:

- Participate in group critiques of work sessions
- Develop a constructive self analysis of project performance and create plans for improvement
- Demonstrate an ability to maintain confidentiality of workplace
- Demonstrate an ability to respect and adhere to the policies and procedures of the workplace

**III. TOPICS:**

1. Professional practices
2. Creating applications for work
3. Job Searches
4. Professional ethics and code of conduct
5. Self promotion, portfolio development
6. Importance of Networking  
Record keeping

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Students must provide their own transportation to and from placement sites.

**V. EVALUATION PROCESS/GRADING SYSTEM:****Assignments = 100% of final grade**

Fieldwork Placement = 50% of Final Grade

Seminar Participation= 50% Final grade

The fieldwork component will be assessed based upon the submission of daily logbook entries by the student, and an employers assessment

The Seminar component will be evaluated based on student participation in the seminar sessions .

NOTE: upon completion of second year studies, students are encouraged to procure their own placement studies during the summer months. Placements that are organized by the student may be paid or unpaid, depending upon the agreement with the employer.

Students who proceed to find their own placement opportunities over the summer months may be granted advanced standing on the fieldwork portion of this course. Students will need to provide a daily logbook of their activities at the workplace along with a letter from their employer providing a final assessment of the students skills. Students must inform their employers that the instructor may phone to request additional information regarding the students activities and workplace performance. Students who find summer employment in the design field and are given credit for fieldwork must still be active participants in the seminar session each week.

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty,

student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## **VI. SPECIAL NOTES:**

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.