



(705) 759-2554, Ext. 688

**I. COURSE DESCRIPTION:**

The senior graduating class is provided the opportunity to work as a team to plan a graduate exhibition in its final semester. Students will work within a budget to plan all stages of this event including advertising, promotion, venue rental and exhibit coordination

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

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

1. Interact with others in groups or teams in ways that contribute to effective working relationships or achievement goals

Potential Elements of the Performance:

- identify tasks to be completed
- Establish strategies to accomplish tasks
- Identify roles for members of the team/group
- Clarify one's own roles and fulfil them in a timely fashion
- Treat others of the group equitably and fairly
- Contribute one's own ideas, opinions and information while demonstrating respect for other group members' opinions
- Employ techniques intended to bring about the resolution of any conflicts
- Regularly assess the group's progress and interactions and make adjustments when necessary

2. Manage the use of time and other resources to attain personal and project related goals

Potential Elements of the Performance:

- define reasonable and realistic goals
- use planning tools to achieve goals
- monitor the process and goals to respond to changes
- reevaluate goals and the use of resources to make appropriate adjustments

**III TOPICS:**

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1. Project Planning
2. Project management
3. Formal meeting protocols and discussions
4. Teamwork and committee work
5. Presentation skills

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

Students will be granted an allocation from the graphic design department budget to start the exhibition. Students will also need to fundraise any funds that are needed to hold the show. Student will need to form a graphic design charter with the student life services office in order to fundraise for this show. The amount the students need to fundraise will depend on the plans that this class makes for the exhibition.

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

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "F" (repeat) grade for the course. Please refer to evaluation criteria on each assignment handout in this course

This course will be evaluated in terms of a letter grade indicating overall performance in this class. All assignments are of the weighting described below and the total sum of grades achieved by the student will be averaged to determine the final grade assessment

**Assignment Grading Breakdown**

**Attendees evaluation of Overall exhibit = 25%**

Comment cards will need to be produced asking the attendees for an assessment of the exhibit (i.e. A+, A, B, C, D or F)

This team assessment will constitute 25% of the grade for the course. This overall evaluation will be the same for all students participating in the exhibit.

**Faculty/advisory group evaluation = 25%**

The graphic design faculty and advisory committee will assess a team grade for the overall exhibit. This team assessment will constitute 25% of the grade for the course. This overall evaluation will be the same for all students participating in the exhibit.

**Written reports = 30%**

Each student must submit a series of professionally written reports at mid term and at the end of the semester indicating the role that they took in making the exhibit a success. Students will be able to assess their own actions as well as the actions of others in these reports

The mid term report as well as the final report will constitute 15% each of the students grade totaling 30% of the final grade.

**Faculty advisor evaluation = 20%**

The facilitating faculty will evaluate each member of the team based on participation in group meetings, preparedness for meetings, ability to work as a team, and ability to complete tasks assigned by group in a timely manner.

There will be two evaluations on these criteria. One at midterm (S or U) and one at the end of the semester (letter graded) This evaluation will constitute 20% of the students final grade.

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

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "F" (fail) grade for the course.

The following semester grades will be assigned to

students in postsecondary courses:

<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.	

### **Deductions - Lates and F grades**

#### **Lates:**

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by a 5% deduction for each week that its late. The total late penalty Will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade.

Maximum grade for a late assignment is "C"

A late assignment which is not executed to a minimum C (satisfactory) level will be assigned an incomplete grade with additional penalties outlines below.

**Fail (F) grades**

A failing grade is assessed to an assignment which has not been executed to a minimum satisfactory "D" grade level or in which the directions have not been followed correctly.

A failing grade assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within a timeframe specified by the Professor.

A failing grade assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for a resubmitted failing grade assignment is "C"

Failed (F grade) assignments not submitted by the specified deadline will be subject to 5% late deductions for each week they are overdue.

**VI. SPECIAL NOTES:**Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the

material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII PRIOR LEARNING ASSESSMENT:**

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Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VII DIRECT CREDIT TRANSFERS:**

**I.**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.