

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. Exhibit decisions will be made in a weekly meeting format and will require final approval by professor.

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 fulfill 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 aid in achieving goals
- Re-evaluate goals and the use of resources to make appropriate adjustments

3. Apply appropriate, effective, and professional practices in the classroom studio and project setting.

Potential Elements of the Performance:

- Demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- Demonstrate the ability to work within project restrictions and time limitations.
- Demonstrate an ability to work as a team, supporting other teammates and achieving a positive project result.

III. TOPICS:

1. Project planning
2. Project management
3. Formal meeting protocols and discussions
4. Teamwork and committee work
5. Presentation skills
6. Budgeting skills
7. Self promotion skills
8. Interview skills
9. Problem and conflict resolution skills
10. Professional practices

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 will constitute 100% of the student's final grade in this course. Assignments will be evaluated according to the following, in accordance with college policies:

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

All assignments are required to be successfully completed to meet the objectives of the course. A missing assignment is equivalent to course objectives not achieved, which results in an "F" (Fail) grade for the course.

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

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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 FAILS

All assignments must be submitted to a satisfactory level to achieve credit for this course

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor. The maximum grade a late assignment will be assessed is a C (65%) grade.

If an assignment deadline is missed the student MUST immediately negotiate a new

deadline with the instructor. If a renegotiated deadline is missed the maximum allowable grade is 50% D when the assignment is submitted for evaluation.

A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlined below.

Fail:

A fail grade (F) 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.

Upon achieving a Fail(F) grade (below 50%) the student must meet with the instructor **immediately** to negotiate a revised deadline. The assignment must be redone to passing standard by the new deadline to achieve credit for the assignment.

Maximum grade for a failed assignment is "C" (65%)

If failed assignments are not submitted by the negotiated deadline the late penalty policy will apply.

Homework

This is a three credit course delivered in a 2 hour format. Due to the nature of this course where students collectively develop their own exhibit additional hours will be required for students to meet their own goals and objectives dependent on their exhibit plans.

Resubmission policy

- Any assignment completed during this course may be submitted for re-evaluation if the following criteria are met by the student.
- an assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation.
- an assignment that initially achieved a fail grade must be resubmitted to achieve minimum project standards and will receive a maximum C grade as indicated under the section for Lates and Fails in this outline.
- the resubmitted project must be accompanied by the original project and the original evaluation sheets (with written indication of grade breakdown) provided by the professor
- assignments may be resubmitted at any time during the semester. The final date for last resubmissions will be announced by the professor during class and usually are no later than two weeks prior to the end of the semester.
- Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted
- it must be understood that resubmitted assignments are usually marked with greater scrutiny than first submissions to take into consideration the learning experiences, practice, and achievement of learning outcomes achieved by the student during later sessions in the semester.

- When comparing the original submission grade and the resubmission grade the student will receive benefit of the higher grade
- Assignments will not be accepted for resubmission to include preliminary studies. Preliminary studies should be completed before the commencement of work on final comprehensives and as such will only be considered for evaluation on or before the original submission. Assignments resubmitted to include preliminaries must be completely re-done and have a new creative direction for evaluation.

Attendance

Significant learning takes place within the classroom environment. It is imperative that student attend and be present for each class in its entirety.

A total of three absences will be tolerated during the semester with no penalty. It is the student's responsibility to catch up on missed work.

Absences in excess of three per semester will be penalized by a 10% deduction from the final grade for each class missed.

Attendance will be taken by the professor at the start of each class and at the midpoint of each class. Students leaving class early will be considered absent for one half class. Students arriving to class after the opening lecture given at the start of each class will also be considered absent for half of a class.

VI. SPECIAL NOTES:**Course Expectations:**

Significant learning takes place in the classroom through an interactive learning approach; therefore, students are expected to attend all classes and to inform the instructor of an anticipated absence.

Reclaiming and Retaining Past Assignments

For the development of student portfolios it is important that ALL past assignment work be reclaimed and retained by the student.

It is the students, responsibility to reclaim assignments after they have been assessed. Marked assignments will be returned by faculty during classroom sessions. If a student is absent on the day that work is returned the work will be held by faculty for a minimum of three weeks from the return date after which, due to a shortage of storage space, the work may be discarded.