SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Professional Practices 3: Project Management

CODE NO. : ADV 361   **SEMESTER:** 06

PROGRAM: Graphic Design

AUTHOR: Terry Hill

DATE: December 11   **PREVIOUS OUTLINE DATED:** Jan 11

APPROVED:

                       CHAIR   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): ADV 311

HOURS/WEEK: Meet with professor on a regular basis dependent on student proposal

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I.   COURSE DESCRIPTION:

This course gives students the opportunity to develop a final project in an area of design specialty of their own choosing. Students will be required to propose and execute a professional style presentation. It is the intention of this course to give the students valuable experience and a portfolio piece exemplifying the area of design specialization that will most benefit the individual students own career aspirations in the design field. Students will be required to meet with the professor for this course a minimum of three times throughout the semester. Meeting times will be suggested by the student based on their design project proposals

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Identify design problems, plan, research and document design solutions
     Potential Elements of the Performance:
     • Use provided documentation structure to document design
       problem statements
     • Develop a project plan to guide design research and creativity
     • Demonstrate an ability to follow plan to achieve creative
       solutions, document design process and record sources for design research
     • Demonstrate an ability to defend design solutions by
       communicating a design rationale for any design project.
     • Demonstrate an ability to include user testing methods as
        required in design process and document the results.
     • Use research techniques to fully understand the content and subject matter of the
       assignment at hand
     • Effectively defend design decisions in written form (rationale)

2.   Demonstrate the ability to effectively make professional presentations to educate
     peers on project specifics and area of specialization
     Potential Elements of the Performance:
     Demonstrate the ability to employ a variety of presentation methods (oral, visual(image),
     written form) to communicate to audience
     • Demonstrate the ability to involve audience in presentation
     •Demonstrate the ability to act professionally during a presentation including but not
     limited to dress, deportment, language, and respect for audience.
     • Exhibit a well rounded knowledge regarding the area of design specialization chosen by
     the student.
     Demonstrate the ability to present all work in a clean, professional manner

3.   Create design solutions based on gathered information and user testing
     Potential Elements of the Performance:
     • Use design driven research principles to direct creative solutions
     Use interim testing phases of project to steer design direction

4.   Manage a large independent project in terms of time and quality.

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<u>Potential Elements of the Performance</u>:
- demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- demonstrate the ability to work within project restrictions and time limitations.
- make effective design presentations, as per instructor specifications and research findings regarding directions and quality.

Plan project budgets effectively to ensure project completion

III.   TOPICS:

1.   Research and design documentation skills
2.   Preliminary design stages
3.   Layout and design techniques
4.   Proposal, rationale and report writing
5.   Time and project management skills
6.   Professional practices

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Determined by the individual direction of each student's proposal

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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 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 breakdown

Proposal   20% of final grade
Developmental stages   40% of final grade
Final presentations   40% of final grade

Please refer to course handouts for a detailed breakdown of assignments and evaluations.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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.	

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DEDUCTIONS – LATES

Lates:
An assignment is considered late if it is not submitted at the time and date specified by the
instructor.
Maximum grade for a late assignment is "C"

Resubmissions
Due to the nature of this course there will not be any opportunity to resubmit assignments.
Participants must ensure that the semester long project complies with the expectations outlined in
their original project proposals that were accepted by the instructor.

VI.   SPECIAL NOTES:

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.

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.

Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an
Application for Advance Credit from the program coordinator (or the course coordinator regarding
a general education transfer request) or academic assistant. Students will be required to provide
an unofficial transcript and course outline related to the course in question. Please refer to the
Student Academic Calendar of Events for the deadline date by which application must be made
for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or
portfolio.

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

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing
impairments, or learning disabilities), you are encouraged to discuss required accommodations
with your professor and/or the Disability Services office. Visit Room E1101 or call Extension
2703 so that support services can be arranged for you.

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Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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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.   *It is the departmental policy that once the classroom door has enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.*

Attendance:

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated*.* After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed ..
i.e. 4 classes missed = 10% deduction from final grade

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.