

**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:** May 13 **PREVIOUS OUTLINE DATED:** Dec 12  
**APPROVED:** "Colin Kirkwood" May 23/13

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**DEAN**

\_\_\_\_\_  
**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.

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.
- 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

**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:

| <b>Grade</b> | <b><u>Definition</u></b>   | <i>Grade Point<br/>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***

### **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.

### **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