



**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:

<b>Grade</b>	<b>Definition</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 FAILS***

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

### **Lates:**

Due to the nature of this course where students collectively develop their own exhibit, the responsibility of ensuring each individual student completes tasks on time, is imperative. Failure to complete tasks on time will adversely affect the entire class. As individuals, any tasks not completed to negotiated time-lines, will result in a deduction of grades for individual evaluations. Where mid-term and final papers are due, any late submissions will be evaluated based on a maximum mark of a "C"

### **Fail:**

A fail grade (F) is assessed to an assignment that has not been executed to a minimum satisfactory "D" 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.

### **Attendance**

Significant learning takes place within the classroom environment. It is imperative that student attend and be present for each class in its entirety. Graduate Exhibit is a group initiative that requires all students to contribute to the class.

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.

## **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.

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

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