

I. COURSE DESCRIPTION:

This course will build upon the skills learned throughout the Graphic Design program. Students will complete a minimum of 112 hours within the professional workplace. This will allow students to receive real experience within the workplace. Students will also develop their portfolio to an professionally acceptable level.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**I. Demonstrate an ability to apply certain skills and knowledge attained in the classroom/studio, according to the needs of a specific placement site or situation**Potential Elements of the Performance:

- Demonstrate an ability to translate classroom "theory" to a practical application in the workplace

2. Demonstrate the development of initiative and maturity by assuming responsibility in a work settingPotential Elements of the Performance:

- Demonstrate an ability to learn and grow within the framework of the work setting

3. Demonstrate the development of a positive work attitude, whatever the project(s) assigned, in preparation for real-life work settingsPotential Elements of the Performance:

- demonstrate the ability to complete assigned tasks satisfactorily within a workplace setting.
- demonstrate an ability to accept constructive criticism and take direction from an employer
- demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- demonstrate the ability to work within project restrictions and time limitations.

5. Demonstrate the development of the student's awareness to the needs and expectations of potential employers by exposure to themPotential Elements of the Performance:

- demonstrate an awareness of the needs and demands of today's workplace
- demonstrate an ability to analyse their own strengths and weaknesses

to help define a career path or area of speciality.

6. **Demonstrate the ability to develop a professional quality portfolio/resume for future job searches.**

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

No textbooks required

The following items from the portfolio kit will be used throughout this course:

Professional portfolio case
Completed resume

Students will need to purchase additional supplies as required to complete a “professional look” within their portfolios. Students should expect to budget \$200 for portfolio development.

V. EVALUATION PROCESS/GRADING SYSTEM:

Fieldwork Evaluation:

Fieldwork requirements will constitute 60 % of the students’ final grade in this course and evaluated according to the following, and in accordance with college policies (as noted above).

FIELDWORK REQUIREMENT	Percentage breakdown	Percentage of total mark
Weekly reports	10% Fieldwork reports 10% Visual Samples	20 %
Supervisor Evaluation		40 %
Assignments	20 % Self promotion 20 % Portfolio	40 %
<u>TOTAL</u>		100 %

Note: students having completed second year are encouraged to procure their own placement during the summer months. Placements that are organized by the student may be paid or unpaid, depending upon the agreement with the employer. Summer placements are to be approved prior to beginning placement, and students must properly document placement hours, with weekly time sheets and a final employer assessment, for the placement accreditation portion of the course (60%).

DEDUCTIONS – LATES AND FAILS

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 it's 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 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.

A failed assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within one week.

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

Maximum grade for a failed assignment is "C"

Failed assignments not submitted within the one week

Time frame will be subject to 5% late deductions for each week they are overdue.

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

5 classes missed = 20% deduction from final grade

Preliminary Studies:

1. All assignments require preliminary or intermediate steps such as thumbnails, roughs, and preliminary comprehensive layouts.
- These intermediate steps are evaluated according to criteria established by the instructor and submitted according to established timelines. The final grade for each assignment will be an average of the grade achieved for all stages of the

assignment. This reinforces the importance of the preliminary stages of each project.

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 and a notice will be posted at the front of the classroom noting that the assignment has been returned. 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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R	59% or below	0.00
(Repeat)		
CR	Credit for diploma requirements has been awarded.	
(Credit)		
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

VII. PRIOR LEARNING ASSESSMENT:

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.

VIII. DIRECT CREDIT TRANSFERS:

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.