

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Professional Practices 3; Project Management
(formerly Studio Research 3)

CODE NO. : ADV 361 **SEMESTER:** 6

PROGRAM: Graphic Design

AUTHOR: Terry Hill

DATE: June 2007 **PREVIOUS OUTLINE DATED:** June 2006

APPROVED:

	_____	_____
	DEAN	DATE

TOTAL CREDITS: 3 credits

PREREQUISITE(S): ADV 311

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

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*For additional information, please contact C.Kirkwood, Dean
School of Technology, Skilled Trades and Natural Resources
(705) 759-2554, Ext. 2688*

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 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.

2. research content of material related to assignments
Potential Elements of the Performance:
 - Use research techniques to fully understand the content and subject matter of the assignment at hand.
 - Use research techniques to identify potential production problems and solve them proactively

3. Document design resources and information sources
 - Demonstrate the ability to correctly cite design information sources
 - Demonstrate an ability to document design research and user testing results
4. 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
5. Write and present effective design rationales
Potential Elements of the Performance:
 - Apply learned standards in writing effective design rationales
 - Effectively defend design decisions in written form
 - Write clear and concise design reports based on research findings.
 - Present design solution and findings in a clear informative manner to the classroom peers
 - Demonstrate an ability to effectively defend design solutions based on research findings
6. 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:

Grade	<u>Definition</u>	<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	

X	subject area. 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.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

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.

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*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

Deductions - Lates and F grades

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 its 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 C (satisfactory) level will be assigned an incomplete grade with additional penalties outlines below.

Fail (F) grades

A failing grade 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 failing grade assignment must be entirely re-done or corrected according to the instructor's specific instructions and resubmitted within a timeframe specified by the Professor.

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

Maximum grade for a resubmitted failing grade assignment is "C"

Failed (F grade) assignments not submitted by the specified deadline will be subject to 5% late deductions for each week they are overdue.

Homework

This is a four credit course delivered in an unsupervised format. As part of the course students will need to plan and manage their own time and deadlines.

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.