COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Internship: Digital Graphics

COURSE NUMBER   DIGI 0191

DIVISION   Arts, Communications, and Humanities

DEPARTMENT   DIGI

CIP CODE   10.0303

CREDIT HOURS   3.00

CONTACT HOURS/WEEK Class: 3.00   Lab: X   Clinical: X

PREREQUISITES   DIGI 0176, Graphic Design: Multimedia and Web I

DIGI 0178, Graphic Design: Print Media I

DIGI 0180, Publication Design

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the digital graphics program. Student interns will be required to complete a minimum of 135 hours of on-the-job training.

KANSAS SYSTEMWIDE TRANSFER: DIGI0191
The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

PROGRAM ALIGNMENT
This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit: https://kansasregents.org/workforce_development/program-alignment

General Education Learning Outcome
☐ Basic Skills for Communication
☐ Mathematics
☐ Humanities
☐ Natural and Physical Sciences
☐ Social and Behavioral Sciences

Institutional Learning Outcomes
☐ Communication
☐ Computation and Financial Literacy
☐ Critical Reasoning
☐ Technology and Information Literacy
☐ Community and Civic Responsibility
☐ Personal and Interpersonal Skills

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Internship Search Techniques
    A. Go to personal interviews with potential intern sponsor.
    B. Evaluate the internship interview.
    C. Make follow-up calls to potential employers.

II. Formal Internship Agreement and Related Issues
    A. Negotiate hours and salary.
    B. Submit the signed cooperative training agreement.

III. Establishing Evaluation Criteria
    A. Be responsible to the sponsor for a mid-term and final evaluation.
    B. Be responsible to the instructor for a mid-term and final evaluation.

IV. Review of Internship Activities
    A. Application of conceptual and technical creative skills.
    B. Be present for a site visit(s) as deemed necessary by the instructor.
    C. Discuss the mid-term and final evaluations with the sponsor.
    D. Discuss the mid-term and final evaluations with the instructor.

V. Attitudes and Work Habits
   A. Identify and develop positive attitudes toward tasks and fellow employees appropriate for the workplace, including giving and accepting criticism and praise.
   B. Identify and develop productive work habits, including attending to detail, completing
      tasks, maintaining the work setting and recording data.
   C. Identify and develop collaborative/teamwork skills, including solving problems in groups, building consensus and responding to supervision.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
   A. Demonstrate his. her ability to function in a design position meeting the employer needs.
   B. Apply conceptual and technical creative skills acquired as a student in the digital graphic program at the place of intership.
   C. Demonsrate an ability to work effectively as a member of a development team.
   D. Demonstrate professional conduct and effective workplace skills.s
   E. Demonstrate acceptable performance on the job through the midterm and final evaluations by both the interns sponsor and the coure instructor

Demonstrate his/ her ability to function in a design position meeting the employer needs.
1. The student will demonstrate in action and writing the ability to peform design related duties as directed by the employer.
2. The student will participate in multiple design roles as required by the employer through both participation and observation.
3. The student will demonstrate listening skills in the planning and pre-design processes.
4. The student will demonstrate communication skills in working with the direct supervisor and fellow works in the sponsors business or firm.
Apply conceptual and technical creative skills acquired as a student in the digital graphics program at the place of internship.
5. The student will demonstrate a professional level of knowledge of required software's and computer technologies (i.e; Adobe Phottoshop, Illustrator, and indesign etc.)
6. The student will demonstrate a through knowledge of the sponsors design needs in writing and oral communications.
7. The student will demonstrate quality technical skills in creative design task (i.e; production of comps and original design layouts).
8. The student will demonstrate quality technical skills production and printing or delivery phases of the design process.

9. The student will demonstrate quality technical skills production and printing or delivery phases of the design process.
10. The student will demonstrate quality technical skills in interactive media preparation if required by the intern position.
11. The student will participate in the evaluation and feedback portion of the design process.
12. The student will product a daily written record (journal) of activities, and processes engaged in and observed in the place of internship.
13. The student will demonstrate through positive employer evaluations and communications the ability to function as the member of a professional design team.
14. The student will participate in the range of activities performed by the members of a development team.
15. The student will demonstrate professional dress and appearance as determined by the sponsor throughout the intern process.
16. The student will demonstrate through positive employer evaluations and acommunications professional conduct.
17. The student will demonstrate through a daily written record (journal) an understand of professional conduct and work place skills.
18. The student will demonstration a successful completion of the intern period by producing a professional portfolio of works produced during the internship.
19. The student will demonstrate a successful completion of the intern process through a letter of reference from the direct sponsoring supervisor of the intern.
20. The student will demonstrate through positive midterm and final instructor evaluations acceptable job performance as judged by the instructor.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.