

# CIS 245.02 Internship/Externship

May 23<sup>rd</sup> – August 15<sup>th</sup> 2016

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**OFFICE:** William Atkinson Hall: 226-C (*main campus*)

## **Office Hours**

Mon.-Fri.: By appointment only. Contact instructor to arrange appointment.  
\*Spring and Summer office hours vary.

## **Online Office Hours**

24-48 hour response

## **COURSE DESCRIPTION**

This course will provide comprehensive work experience to assist students in the development of essential skills to be successful in a chosen career. The position must be obtained by the student and approved by the department before registration is permitted.

## **PREREQUISITES**

Instructor's consent required.

## **OBJECTIVES**

- Learn soft skills of working as a graphic designer, in various professional environments
- Learn to be creative, develop effective design processes, and work productively
- Learn to handle adverse situations with clients, co-workers and vendors

## **TOPICS**

A successful Graphic Designer should expect every day activities such as support skills to the client/employer in which they are assigned. Helping both develop and maintain projects, making revisions, develop graphically, illustrations and photographs as well as working with vendors is just a few duties to expect. Looking for effective ways to manage time, as well as to produce fresh ideas and new concepts are clever ways to improve your value.

## **TEXT BOOK and OTHER RECOMMENDATIONS**

"The Seven Habits of Highly Effective People", by *Stephen Covey*.

## **PREREQUISITE POLICY**

A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, **earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline which requires this course as a prerequisite.** If you attempt to register for the next course sequence and have not pass the prerequisite course, you will be dropped from that course.

## ASSOCIATE DEGREE OUTCOMES

The Jackson Community College Board of Trustees has developed a list of essential skills which all of its associate degree graduates will enhance during their college experience.

The Board has said:

“JCC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society.”

ADO7—Proficient: Problem solving by demonstrating creativity. Students will be evaluated based on their employer’s grading of their attitude and aptitude and by the weekly reports and reflection paper. (70% of the students will be expected to score 70% or higher on their employer evaluations.)

## GRADING PROCEDURE

The grading procedure is based on 60% of the employer’s evaluation, 20% book review, and 20% weekly activity reports and intern’s reflection paper.

## GRADING SCALE (based on accumulated points/percentages):

94 – 100%	4.0	64 – 69.5%	1.5
88 – 93.5%	3.5	58 – 63.5%	1.0
82 – 87.5%	3.0	52 – 57.5%	0.5
76 – 81.5%	2.5	below 52%	0.0
70 – 75.5%	2.0		

## ATTENDANCE/PARTICIPATION POLICY

Your participation and attendance are expected for each scheduled day of work. Your success will depend greatly on the time spent completing work assignments, your attitude, and aptitude. Attendance will be reported periodically to the Registrar’s Office. Definitions include: “**H**”—the student is not doing acceptable work and needs “help” to be successful, “**Q**”—the student has not participated/attended and the instructor believes they have unofficially withdrawn, and “**V**”—the instructor “verifies” that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to withdraw from the course.** You will be able to verify your attendance reporting via e-services at our JCC homepage. You should also contact your instructor when considering a withdrawal.

## IMPORTANT DATES TO REMEMBER:

HQV 1 – 5/31/16    HQV 2 – 6/13/16    7/10/16

## **WITHDRAWAL**

Check your registration form for the **withdrawal date**. Students who stop attending class without completing a withdrawal form and who have not received a “Q” in the attendance reporting period, will receive a grade of 0.0. **It is the student’s responsibility to withdraw from a course.** You should initiate a withdrawal at the main campus Registrar’s Office or at any JCC center if you cannot complete the course. You should also contact me when considering a withdrawal.

## **INCOMPLETES**

No incomplete grades will be given in this class except under extenuating circumstances and if the student has completed at least 75% of the work and has at least 2.0 in the course. The grade of “I” is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an “I” submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

## **EXTRA HELP**

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123.

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

## **STUDENT RESPONSIBILITIES**

The student is responsible to complete the material covered each week and submit when it’s due. The student is also responsible to initiate a withdrawal from the course if the work cannot be completed and the student does not qualify for an incomplete. Finally, the student is responsible to notify his/her instructor if he/she is going to miss any work.

## **AUDITS**

Students who do not wish to receive a grade from the course may opt for an “audit,” which means they will not receive a grade. They may turn in their work and take tests for evaluation. Students who sign up to “audit” and now wish to receive a grade must contact the Registrar’s Office at main campus or personnel at the extension centers by **the drop/add date** listed in Academic Calendar within this syllabus.

## **ACADEMIC HONESTY POLICY**

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others’ work as their own, either by plagiarism, by cheating, or by helping others to do so. While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Plagiarism is the failure to give credit for the use of material from outside sources. Cheating means obtaining answers/material from an outside source without authorization.

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Faculty.

In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement.

## Spring/Summer 2016 Academic Calendar

### Spring 2016

Event	Dates	Notes
Semester Dates	May 23 – Aug. 15	
Classes Begin	May 23	
Memorial Day Holiday	May 28 – 30	No classes, offices closed May 30
Independence Day Holiday	July 2 – 4	No classes, offices closed July 4
End of Spring Semester	Aug. 15	