



Internship // Externship // Capstone Project

CIS 245 IGD1

Number of Credits: 3

Days Class Meets: Online // Virtual

Meeting Times: Asynchronous Live Sessions TBD Each Week

Location/Venue: <https://us02web.zoom.us/j/3138369196>

Instructor: Christie Hughes

Contact Phone: (801) 839-5385

Contact Email: hugheschristil@jccmi.edu

Online Office Hours: 24-hr turn-around for e-mail responses

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.

Prerequisite(s)

Program core. Instructor consent and paperwork required.

Course Goals

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.

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students

achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class are shown by embedding the following into this final course:

Furthermore, the college has developed three Essential Competencies. These skills are embedded in each program of study, and are shaped by the program focus and the pathway within which the program is hosted.

EC 1 Think Critically and act responsibly.

EC 2 Work productively with others, recognizing individual contributions to group success.

EC 3 Exhibit technological literacy.

Upon completion of this course, students should be able to:

- Locate and acquire agreement for industry experience
- Demonstrate digital navigation skills
- Utilize industry standard terminology
- Illustrate digital design fundamentals
- Adjust, enhance and refine images
- Create simple and layered colored graphic composites
- Compose complex layouts both digital and print
- Integrate typography, pixel and vector graphics
- Demonstrate digital preflight and production capabilities

Textbook

- This course does not require a textbook.

Follett Access

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.
- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: www.jccmi.edu/optout. Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Class Starts On:

May 10, 2021

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

Extras

Students are required to have internet access, cloud or flash storage and regular access to either Adobe Creative Cloud or creative software applications of choice.

Grading Procedure

Weekly Progress Posts (6)	25 pts	= 150 pts
Proj. Collateral Materials	4 @ 75 pts	= 300 pts
Rubric Followed	75 pts	= 50 pts
TOTAL		500 pts (est)

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

Failure

Students must achieve a passing grade of D or above by completing all required examinations, submitting all required exercises and projects, and meeting the standards of the school attendance policy. For

program specific grade requirements, it is required that a 2.0 be achieved in order for it to count towards success in the program.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's

efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Management

Because courses vary in length, it is critical that you check the last day to drop or withdraw by going to www.jccmi.edu, under 'Quick Links' choose "Drop Classes". If you receive financial aid, call 517-796-8410 to discuss the impact of dropping or withdrawing. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. The instructor cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any JC center if you cannot complete the course. You should also contact the instructor when considering a withdrawal.

Help

The instructor is always there to point you in the direction for success. The instructor will make time to help students get on track provided the student has shown a willingness to stay on track from the beginning of the course. Incomplete grades are not approved unless they follow the college Incomplete grade policy.

Academic Advising

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

You may be asked to search for images or graphics to use for the assignments in this class. Feel free to visit any Web site of interest, but **do not upload any copyrighted material in JetNet** — anything from an article to a cartoon—without the permission of the copyright owner. ***YOU MUST CREDIT THE AUTHOR OR ARTIST AT ALL TIMES.*** This will be discussed in class further.

You will be expected to review the Zoom recorded live session links if you are not able to attend the synchronous live sessions weekly.

Attendance- Participation Policy

For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

There may be things that would require revisions to the syllabus, the dates within JetNet, the schedule or calendar. For example, instructor illness causing changes in the calendar. Other events may affect the course calendar (at times it varies). Typing errors or a due date that must be changed may occur. In any case, the class will be notified of changes to the syllabus or calendar.

Calendar

**Calendar timelines and assignments are an approximation and could be changed.*

UNIT	DATE	TOPIC	HOMEWORK
1	May 16	Intro, Overview [Plan]	Discussion, Meet—Overview
2	May 23	Intern // Cap Progress Post 1	Project /Site Specific
3	May 30	Intern // Cap Progress Post 2	Project /Site Specific
4	June 6	Intern // Cap Progress Post 3	Project /Site Specific
5	June 13	Intern // Cap Progress Post 4	Project /Site Specific
6	June 20	Intern // Cap Progress Post 5	Project /Site Specific
7	June 27	Intern // Cap Progress Post 6	Project /Site Specific

8	July 4	Intern // Cap Progress Post 7	Project /Site Specific
9	July 11	Intern // Cap Progress Post 8	SPRING BREAK
10	July 18	Intern // Cap Progress Post 9	Project /Site Specific
11	July 25	Intern // Cap Progress Post 10	Project /Site Specific
12	August 1	Intern // Cap Progress Post 11	Project /Site Specific
13	August 8	End of Term – Intern // Cap Progress Post 14	Project /Site Specific