



**22 Spring Semester**

**Internship/Externship // Capstone Project**

CIS 245 GD60

**Number of Credits:** 3

**Days Class Meets:** Online//Virtual

**Meeting Times:** 1<sup>st</sup> Week Request Appointment with Faculty, Then by Appointment Request Only  
Also face-to-face Thursdays @ Central Campus - William Atkinson Hall 226-E by Appointment

**Instructor:** Christie Hughes

**Contact Phone:** (801) 839-5385

**Contact Email:** [hugheschristil@jccmi.edu](mailto:hugheschristil@jccmi.edu)

**Online Office Hours:** 24-48 hour response

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**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: CIS 234 Graphic Technology Apps.*

**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

[Learn about the new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu)

**No Textbook Required:** If no textbooks are required, Other material or course fees may still apply.

### Extras

Students are required to have internet access, cloud or flash storage and regular access to either Adobe Creative Cloud Illustrator®.

### Grading Procedure

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

### Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%

<b>GPA</b>	<b>GRADE RANGE</b>
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](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

## **Support**

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.

## **Oasis Center**

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage <https://www.jccmi.edu/the-oasis-center/>

## **Health Clinic**

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage <https://www.jccmi.edu/health-clinic/>

## Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/>

## 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](http://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.

## Makeup Policy

(Indicate ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures)

## Academic Advising

Student success navigators serve not only as academic advisors but as a student's academic, financial, and total resource advocate or coach.

Students will have an assigned navigator to meet with for advising and any questions they may have. Navigators will serve as the "go-to" person to help students throughout the college experience.

It is important to know your Student Success Navigator. You may find your Navigator by visiting this website <https://www.jccmi.edu/academics/academic-advising/> and click on your pathway. You should also receive an email from your Navigator at the beginning of the semester.

## 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

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

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise.

If you are taking an in -person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus.

All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

## Calendar

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

UNIT	DATE	TOPIC	HOMEWORK
1	Mar 14	Intern // Cap Progress Post 1	Project /Site Specific
2	Mar 21	Intern // Cap Progress Post 2	Project /Site Specific
3	Mar 28	Intern // Cap Progress Post 3	Project /Site Specific
4	Apr 4	Intern // Cap Progress Post 4	Project /Site Specific
5	Apr 11	Intern // Cap Progress Post 5	Project /Site Specific
6	Apr 18	Intern // Cap Progress Post 6	Project /Site Specific
7	Apr 25	Final Submission of Projects	Reflect + Assess

**Important Dates:**

<b>MONDAY 03/14/2022</b>	<b>CLASSEES BEGIN</b>
<b>SUNDAY 04/30/2022</b>	<b>END OF FALL SEMESTER</b>