

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

COMMUNICATIONS GRAPHICS INTERNSHIP
CGT 2998

Class Hours: 3.0

Credit Hours: 2.0

**Laboratory
Hours: 9.0**

**Date Revised: Summer
01**

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Experience working in a professional office, studio or agency.

Entry Level Standards:

Completion of all course work through third-semester with a minimum grade point average of 2.50 or consent of CGT instructor. Work situation/placement must be approved by CGT Instructor. The work placement may be either a paid or an unpaid experience.

Prerequisite:

Approval by CGT instructor

Textbook(s) and Other Reference Materials Basic to the Course:

No textbook required

I. Week/Unit/Topic Basis:

Week	Topic
1-16	See Evaluation Section

II. Course Objectives*:

- A. To enable the student to demonstrate a working knowledge of Communications Graphics. I, II, III, IV
- B. To help the student develop the ability to work effectively and efficiently in a professional environment. I, II, III, IV
- C. To provide the student a synthesis experience applying conceptual, technical, aesthetic, and professional practice. I, II, III, IV

*Roman numerals after course objectives reference goals of the CGT program.

III. Instructional Processes*:

Students will:

1. Experience a practicum in a "real-world" working environment. *Communication Outcome, Personal Development Outcome, Problem Solving/Decision Making*

Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Transitional Strategies, Active Learning Strategies

2. Create a written journal / portfolio of daily time logs, work assignments and sample projects with evaluative remarks, updated resume, and letter of recommendation. *Communication Outcome, Personal Development Outcome, Problem Solving/ Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Transitional Strategies, Active Learning Strategies*
3. Communicate effectively with team/co-workers/clients to ensure timely and accurate completion of work and to establish good human relationships. *Communication Outcome, Personal Development Outcome, Problem Solving and Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Transitional Strategies, Active Learning Strategies*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Have meaningful "real-world" work experience in communications graphics. A, B, C
2. Have experience with and exposure to communications graphics professionals in the geographic region. A, B, C
3. Have a more realistic understanding of employer expectations and requirements for entry and advancement in the communications graphics industry. A, B, C
4. Have the opportunity to upgrade their portfolio, resume and obtain a letter of recommendation from their internship supervisor. A, B, C
5. Enhance their knowledge and self-confidence through their internship experience. A, B, C

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

Evaluation Procedures:

1. 90 hours of on-site work experience is required. Prior to the beginning of the course and the term, an application must be completed and approved by the Internship Coordinator or CGT Program Coordinator. The intern is also responsible for scheduling an initial interview with the Internship Coordinator. Conferences with the Internship Coordinator may be scheduled at any time during the semester on an "as needed" basis. However, regular communications throughout the internship with the Coordinator is required. E-mail, personal contact, or phone calls are all acceptable forms of communication.
2. The Intern will submit pertinent employer information (such as supervisor's name, title, address, phone number, and e-mail address) within the first three weeks of the term.
3. Toward the end of the completion of the 90 hours, the intern's supervisor from the workplace will fill out an evaluation form rating the student's work during the internship period. The intern will also complete an evaluation of the internship experience. Forms will be provided by the Internship

Coordinator and must be returned prior to the final exam period.

4. The intern will keep an accurate record of their work hours and activities. A detailed written report of the internship experience, an updated resume, and physical examples of work performed must be turned in to the Internship Coordinator prior to the final exam period.

Grading: The grade for this course is pass/no-pass. To pass the intern must: pass the evaluations by the employer and Coordinator, verify completion of the 90 hours, turn in the student evaluation form, written report, samples, and up-dated resume.

VI. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course (Pellissippi State Catalog). Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.

It is the nature of an internship experience that the student will informally contract with the job supervisor an appropriate schedule of work. This work schedule fulfills the requirements of meeting the 90-hour practicum. In order for the student to receive a positive evaluation, punctuality and fulfillment of the hours according to the contracted schedule are required.