

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: Fall 1998**

**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:**

<b>Week</b>	<b>Topic</b>
1	Orientation: Internship Expectations; Performance Evaluation Processes; Internship Placement
2-6	Internship Experience
7	Mid-term Review / Update; On-site Review / Evaluation Visit with Worksite Supervisor Individual Student Progress Evaluation
8-14	Internship Experience (Cont.)
15-16	Worksite Supervisor Interview and Written Evaluation; Individual Student Final Evaluation with CGT Instructor; Oral and Written Report of Internship Experience

**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. Present a mid-term and final oral summary of their internship experience to their peers with evaluative remarks. *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*

\*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:**

Testing Procedures:

Each student will work a total of 90 hours during the semester. Evaluation will be based on:

1. The Internship Supervisor written performance evaluation: 35%
2. The CGT Instructor on-site mid-term and final evaluations: 25%

3. The student journal and written report of internship experience: 20%
4. Mid-term and final student oral presentations to peers: 20%

## **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.

Note: 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.