DATE OF LAST REVIEW: 1/5/15
CIP CODE: 10.0303
SEMESTER: DEPARTMENTAL SYLLABUS
COURSE TITLE: INTERNSHIP: DIGITAL GRAPHICS
COURSE NUMBER: DIGI 0191
CREDIT HOURS: 3
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
OFFICE HOURS: DEPARTMENTAL SYLLABUS
TELEPHONE: DEPARTMENTAL SYLLABUS
PREREQUISITES: DIGI 0176, Graphic Design: Multimedia and Web I
DIGI 0178, Graphic Design: Print Media I,
DIGI 0180, Publication Design
EMAIL: DEPARTMENTAL SYLLABUS
KCKCC-issued email accounts are the official means for electronically communicating with our students.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/ for the required text for your particular class.

COURSE DESCRIPTION: Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the skills learned in the digital graphics program. Student interns will be required to complete a minimum of 135 hours of on-the-job training.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:
I. Internship Search Techniques
   A. Go to personal interviews with potential intern sponsor.
   B. Evaluate the internship interview.
   C. Make follow-up calls to potential employers.

II. Formal Internship Agreement and Related Issues
   A. Negotiate hours and salary.
   B. Submit the signed cooperative training agreement.

III. Establishing Evaluation Criteria
   A. Be responsible to the sponsor for a mid-term and final evaluation.
   B. Be responsible to the instructor for a mid-term and final evaluation.

IV. Review of Internship Activities
   A. Application of conceptual and technical creative skills.
   B. Be present for a site visit(s) as deemed necessary by the instructor.
   C. Discuss the mid-term and final evaluations with the sponsor.
   D. Discuss the mid-term and final evaluations with the instructor.

V. Attitudes and Work Habits
   A. Identify and develop positive attitudes toward tasks and fellow employees appropriate for the workplace, including giving and accepting criticism and praise.
   B. Identify and develop productive work habits, including attending to detail, completing tasks, maintaining the work setting and recording data.
   C. Identify and develop collaborative/teamwork skills, including solving problems in groups, building consensus and responding to supervision.

EXPECTED LEARNER OUTCOMES:
Upon successful completion of this course the student should be able to:
   A. Demonstrate his/her ability to function in a design position meeting the employer needs.
   B. Apply conceptual and technical creative skills acquired as a student in the digital graphics program at the place of internship.
   C. Demonstrate an ability to work effectively as a member of a development team.
   D. Demonstrate professional conduct and effective workplace skills.
   E. Demonstrate acceptable performance on the job through the midterm and final evaluations by both the intern's sponsor and the course instructor.

COURSE COMPETENCIES
Demonstrate his/her ability to function in a design position meeting the employer needs.
1. The student will demonstrate in action and writing the ability to perform design related duties as directed by the employer.
2. The student will participate in multiple design roles as required by the employer through both participation and observation.
3. The student will demonstrate listening skills in the planning and pre-design processes.
4. The student will demonstrate communication skills in working with the direct supervisor and fellow workers in the sponsors business or firm.
Apply conceptual and technical creative skills acquired as a student in the digital graphics program at the place of internship.

5. The student will demonstrate a professional level of knowledge of required software’s and computer technologies (i.e.; Adobe Photoshop, Illustrator, and Indesign etc.)

6. The student will demonstrate a through knowledge of the sponsors design needs in writing and oral communications.

7. The student will demonstrate quality technical skills in creative design tasks (i.e.; production of comps and original design layouts).

8. The student will demonstrate quality technical skills in prepress and color prep tasks.

9. The student will demonstrate quality technical skills production and printing or delivery phases of the design process.

10. The student will demonstrate quality technical skills in interactive media preparation if required by the intern position.

11. The student will participate in the evaluation and feedback portion of the design process.

12. The student will produce a daily written record (journal) of activities, and processes engaged in and observed in the place of internship.

Demonstrate an ability to work effectively as a member of a development team.

13. The student will demonstrate through positive employer evaluations and communications the ability to function as the member of a professional design team.

14. The student will participate in the range of activities performed by the members of a development team.

Demonstrate professional conduct and effective workplace skills.

15. The student will demonstrate professional dress and appearance as determined by the sponsor throughout the intern process.

16. The student will demonstrate through positive employer evaluations and communications professional conduct.

17. The student will demonstrate though a daily written record (journal) an understanding of professional conduct and work place skills.

Demonstrate acceptable performance on the job through the midterm and final evaluations by both the intern’s sponsor and the course instructor.

18. The student will demonstrate a successful completion of the intern period by producing a professional portfolio of works produced during the internship.

19. The student will demonstrate a successful completion of the intern process through a letter of reference from the direct sponsoring supervisor of the intern.

20. The student will demonstrate through positive midterm and final employer evaluations acceptable job performance as judged by the employer.

21. The student will demonstrate through positive midterm and final instructor evaluations acceptable job performance as judged by the instructor.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.
SPECIAL NOTES:
This Syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.
KANSAS CITY KANSAS COMMUNITY COLLEGE

COMPETENCY INDEX

Course Number/Section/Title: ___________________________________________

Student Name: __________________________________________ Student Number: ___________

Instructor: ________________________________________ Division: Humanities/Fine Arts

RATING SCALE for Competency Achievement

4 Superior
3 Good
2 Average
1 Inferior
0 Failure
NA Not Addressed

DIRECTIONS:
Evaluate the student by checking or highlighting the appropriate number to indicate the degree of competency achieved.

COMPETENCIES:

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Please check one of the following:

_____ I certify that the student completed the course and the competencies indicated as indicated.

_____ I certify that the student completed 25% of the course competencies, as indicated.