Course Title: IN: Graphic Design Intern
Course Number: PITPT 494-20
Credit Hours: Variable (see your advisor)
Semester: Spring 2015
Instructor: Diane Driskill
E-Mail Address: mailto:djdriskill@lcmail.lcsc.edu; mailto:ddriskil@lcsc.edu
Phone: 208.792.2894
Office Hours: Friday 8:00 AM – 12:00 Noon or by appointment, SGC 113
Prerequisites: Advisor Approval
Required Text: None

Course Description:

The purpose of this class is to combine academic and classroom instruction with on-the-job experience, thus adding a new dimension and relevance to the student’s classroom education experience. The work-based learning experience is intended to be a two-way street with learning and application flowing both ways between the classroom and the workplace.

The objective is for the student to secure a position within the business community that can and will provide him/her with an opportunity to “experience” the business world. This “experience” will validate and extend his/her classroom learning and prepare them even more for their future career. The learning facilitator is available to aid in securing such positions, but the responsibility is the student’s.

Work-based learning positions can come in many different forms including but not limited to:

- Coop – typically a paid and considered gainful employment
- Apprenticeship
- Job-Shadowing
- Internship – sometimes paid; sometimes not
- Marketing Project – arranged with the Learning Facilitator/Advisor
- Assistantship
- Career Exploration Activities

Learning outcomes will vary greatly depending on the student’s placement, the needs of the worksite and learning agreements.
**General Information:**

This course will comply with the campus policy regarding such credit. For more information about Coop (Work-Based Learning) at Lewis-Clark State College, please visit: [http://www.lcsc.edu/humanresources/policy/2.122.pdf](http://www.lcsc.edu/humanresources/policy/2.122.pdf).

All participants (stakeholders) are expected to uphold their respective responsibilities as outlined. These responsibilities can be found at [http://www.lcsc.edu/GNBPT296/responsibilities.htm](http://www.lcsc.edu/GNBPT296/responsibilities.htm).

This syllabus is only a beginning to the requirements of this course. The online instructions are the official source of communication and instruction. Updates may be made throughout the semester. If this happens, students will be notified through the webpage and with an e-mail message. It is the student’s responsibility to stay abreast of requirements by monitoring their email messages and visiting the course website. There are several instructor’s sharing this website to facilitate their respective students’ experience. Each instructor may choose to use any or all instructions on this website. *Their individual instruction trumps anything listed here.*

Communication is a very important part of every relationship. With proper communication channels in use, people can overcome almost any situation. Students are encouraged to keep this in mind as we make our way through the semester. This instructor is very dedicated to your successful completion of this course as well as your overall education. Let me help you. If we talk about the situation before it becomes too large we can probably make it through it. However, it must be noted that this communication is mostly the student’s responsibility. After all, it is the student’s grade and education.

E-mail is a requirement for this class. There will be a lot of communication through e-mail. All students registered are automatically given an e-mail address. The only e-mail address that I will send messages to is the one officially given by the LCSC Information Technology department. For more information about LC’s e-mail system you can go to the Information Technology office downstairs in Sam Glenn Complex or visit [http://www.lcwarriormail.com](http://www.lcwarriormail.com).

All required forms and assignments must be completed each semester the student is registered for this class. An exception, which requires instructor approval, to this, is between concurrent Fall and Spring semesters when the student’s work-based learning position and related factors are unchanged.

**Methods of Instruction:**

Most instruction will be on the job site where the student is employed or serving an internship. The work-site supervisor gives most of the instruction. However, the student is responsible for making the connection between classroom learning, student association
activities, and the work-site tasks. The required forms are designed to step students through a process of exploring their interest and career opportunities. This on-the-job training will be complemented with periodic meetings held in the classroom for group discussion about issues relating to the class and the experience it affords. This step is very important! It is absolutely necessary that you check in with us at least once a week so that we can assist with projects, help answer any and all questions that the student or the site supervisor might have, and to assess timely completion of all coop projects.

Students are required to submit the 5 Year Plan, Work Site Information Form, Learning Agreement Form, and the Information Release Form as described on the course website under the Getting Started tab.

**Methods of Evaluation:**

Grading of the assignments and bi-weekly report forms will include:
(+) - Indicates a well thought out answer, used learning from text and class, good effort, receives full credit
(-) - Answer barely met the instructor’s expectation, needs more effort, needs to demonstrate learning, receives half points
(0) – Not acceptable, no points awarded, needs more effort and/or thought, no points awarded

Bi-weekly report forms will be worth 20 points each, so it is suggested that reports be submitted on time. No late reports will be accepted. Reports are due every Monday by 6:00 PM. Students will also use this bi-weekly report form to record hours worked. Students taking 2 credits will log a total of 90 hours and students taking 3 credits will log 135 hours for the semester, etc. You will be required to work 45 hrs/credit to get full credit for the course.

Midterm – At midterm, students will compile an electronic file of all projects worked on, either finished or in progress and submit to the instructor via their lcmail account with descriptions of each project. The midterm will be worth 50 points.

Final – The final will consist of an electronic file containing all projects and work completed during the semester, which will be evaluated by the instructor. This will be worth 100 points. Also included in the final grade will be an evaluation from the site supervisor where the cooperating employer will evaluate the students’ performance. This evaluation will also be worth 100 points, thus making the final total - 200 points.
The standard grading scale will be:

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Syllabus Addendum

Consumer Information
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/student-consumer-information/

Disability Accommodations
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://webdev.lcsc.edu/catalog and the LCSC Student Handbook (http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf) for more information.

Accidents/Student Insurance
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

Diversity Vision Statement
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound
by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

Updated January 2014