I. INTRODUCTION

1. A work-based learning experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes.

2. Internship – Graphic Design (ARTC 2488) is an optional course for the completion of Level I and II Certificates of Completion or the Associates in Applied Science Degree in Graphics and Printing.

3. This course is occupationally related and serves as a preparation for careers in the Graphics & Printing field.

4. Prerequisites: This course has a prerequisite for all other courses applicable to the program the student is enrolled in or consent of the Department Chair.

5. The course is 304 clock hours in length (16 weeks, 19 hours per week). It consists of two major activities, the Instructor’s seminar and the actual internship (laboratory). The Instructor seminar is a scheduled class meeting period wherein the student meets with the Instructor for one hour per week. The internship (laboratory) is supervised by the Lab Tech. The Instructor will work closely with the student and Lab Tech to resolve any problems that may arise.

6. Alphanumeric coding used throughout the syllabus and training plan denotes the integration of SCANS Occupational competencies (C-1, etc.) and Foundation skills (F-1, etc.).
II. LEARNING OUTCOMES

Upon successful completion of this course, Internship – Graphic Design, the student will:

A. Apply the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry. (C1 thru C20, F1 thru F17)

B. Demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (C1 thru C20, F1 thru F17)

III. INSTRUCTIONAL MATERIALS

A. Instructional materials for this course may be found at: www.ctcd.edu/books

B. Supplemental Reading: As assigned by your Instructor.

C. Audio-Visual Aids: Currently none recommended. May be selected by the Instructor or Lab Assistant.

D. Other instructional material: as selected by the Instructor.

IV. COURSE REQUIREMENTS

A. The grade you receive will be the result of your efforts in the Intern program.

B. This course is designed to require a steady, continuous effort from the student. Class participation, initiative, attendance, and work efforts will be considered in grade computation.

C. Reading of all study assignments is required. Students are required to complete these assignments by the time specified on the schedule.

D. The study of a subject is not limited to the classroom, laboratory, or limits of the syllabus. Each student should seek out and study all available material available on the subject being taught. This might include use of the Internet or the library.

E. Students are required to attend class and seminar sessions regularly. Those who fail to do so may be dropped from the course with a grade of “F”.

F. Students are required to take all written examinations. See paragraph V. (Examinations) for additional information.

V. EXAMINATIONS

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A. Additional examinations may be given if the instructor determines it is necessary for proper evaluation of the students in the class.

B. No formal review will be given, but the instructor will indicate before the exam the subject material to be covered, what type of test, and number of questions.

C. Occasionally, a student will find it unavoidable to be absent from an exam. Only students with excused absences will be permitted to take make-up exams. The policy of the college is clearly stated in the catalog. A doctor’s excuse is required in case of illness.

D. Students without an excused absence will be given a zero for that examination

E. Students can only take written exams once.

VI. SEMESTER GRADE COMPUTATION

A. Points/Score Equivalents:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
<th>POINTS PER SEMESTER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>IP</td>
<td>0</td>
</tr>
<tr>
<td>Admin Withdrawal</td>
<td>XN</td>
<td>N/A</td>
</tr>
</tbody>
</table>

B. There are no written examinations. All grades are based on student’s hands on work.

C. Grade Computation (Example):

Written Test Average (Total 100 points) \(80 \times 30\% = 24\text{ points}\)

Daily Log (Total 100 points) \(90 \times 20\% = 18\text{ points}\)

Student Evaluation (Total 100 points) \(90 \times 50\% = 45\text{ points}\)

TOTAL = 87 points = B

1. The written test average is computed by totaling the eight test scores and dividing by eight.
2. The student will lose 6.25 points for each weekly log not completed and turned in on the seminar due date.

3. The student evaluation is a subjective grade made by the Faculty Coordinator based on the evaluation form that was completed by the site supervisor. The Faculty Coordinator’s decision is final.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course.” Prior approval from the instructor is required before the grade of “I” for

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Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is with the Instructor or Lab Tech.

E. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Absence from the class may be unavoidable in some situations a student may find their self in. These are illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirements; excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence in for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. In cases of illness, one day absences may be excused on a statement from the individual stating the reason. For more than one day of illness, the individual must have a statement from the doctor treating the illness.
VIII. COURSE OUTLINE

There is no course outline for this course. The Training Plan will be used for this course.