



**INFORMATION TECHNOLOGY EDUCATION  
DIGITAL MEDIA TECHNOLOGY DEPARTMENT  
COURSE SYLLABUS**

<b>Course Title and Number:</b> Internship GRA2940.003		<b>Instructor:</b> Wes Lindberg	
<b>Year and Term:</b> Spring "C" 2018		<b>Course Credits:</b> 04	<b>Office Location:</b> N-322A
<b>Office Phone:</b> 352-395-5587 (leave message)		<b>Office Hours:</b> Mon. & Thurs. 9am-12noon	<b>Class Location:</b> N-323
<b>Meeting Time/Days:</b> TBA		<b>Email Address:</b> wesley.lindberg@sfcollge.edu	
<b>Web Page Address:</b> <a href="http://home.ite.sfcollge.edu/~wesley.lindberg/">http://home.ite.sfcollge.edu/~wesley.lindberg/</a>		<b>Fax Number:</b> 352.395.4154	

<b>Course Description</b>	The Digital Media Internship Program has been designed to give trained students the opportunity to work in an area multimedia related business, prior to graduation. Practical experience in the application of multimedia knowledge acquired in the classroom. You will work in a) a multimedia related business or b) independently, as a consultant to an established business with varied multimedia needs.
<b>Prerequisites</b>	Multimedia Prod. 2 and Animation I/After Effects, are prerequisites for this course. If you did not pass with a "C" or higher, you may be administratively withdrawn from this course within the refund period. This withdraw could affect your financial aid and/or academic standing. If you are uncertain about whether you have passed with a "C" or higher, check eSantaFe or with your advisor within the first week of class to ensure you have met the course prerequisites.
<b>Course Objectives</b> <b>Reflecting <u>Expected</u></b> <b><u>Student Learning</u></b> <b><u>Outcomes</u></b>	Student will be able to demonstrate knowledge of behavior and aptitude after completing an internship experience with a multimedia related business. Student will be able to conduct job interviews, work a minimum of 100 hours, maintain work/time log sheets of hours, secure samples of their work, conduct an online job search, have working knowledge of trademarks and copyright, satisfy two employer evaluations, produce a resume and cover letter, and a portfolio (demo reel and online portfolio). <i>Student must also participate in the Graduate Showcase Event by showing their demo reel and short films.</i>

<b>Grading</b>	<p><b>Grading Policy and Grade Calculation Policy:</b> You are responsible for reading and following all instructions • It is your responsibility to know what is due for each class, and when assignments are due. • It is your responsibility to contact your instructor for clarification if you have questions.</p> <p><b><i>You can earn a possible total of 2,000 points from all components of this class. Point Assignments - Internship Work/Time Weekly Log Sheets 500 (100 hours x 5 points each), Internship Agreement - 100, Employer Evaluations - 200 (midterm 100 and final 100), Resume and Cover Letter - 200 (100 each), Online Portfolio - 300, Demo Reel - 300, Attendance/Participation - 400. Total points available = 2,000 points.</i></b></p>
<b>Text</b>	<p>This course does not require any textbooks, however <b>Lynda.Com is REQUIRED</b> - purchase Lynda.com online, or use an available account, or with Alachua County Library card it's free.</p>
<b>Required Course Materials</b>	<p>You will be responsible for providing the following supplies in order to complete this course: A website hosting account for your online portfolio.</p>
<b>Term Calendar</b> <i>(Tentative: The instructor reserves the right to alter dates of presentations and exams/projects.)</i>	<p><b>Tentative Schedule</b> - During Spring "A" there will be personal portfolio audits and appointments. Starting in Spring "B" class will meet in class for lecture and exercises. Othe days will be for portfolio audits and one-to-one office appointments.</p>
<b>Attendance Policy</b>	<p>Graphic Design, Multimedia and Video Production are demanding fields that emphasize tight deadlines and superior client service; the curriculum and class structure of Digital Media and Graphic design reflect this reality. To prepare you for work, classes are fast-paced and intensive, often involving the creation of projects for real-world business clients. Just like in the working world, there are penalties for poor performance.</p> <p>Technical problems and most personal problems are not considered excuses for late work. Attendance is required. You are expected to attend classes and lab sessions unless prevented by illness or emergency.</p> <p>Arrive to class on time, with the appropriate materials and work through the entire class. It is your responsibility to read and follow the course calendar available on Canvas or by the syllabus given to you by your instructor. Announced changes to the course calendar, demonstrations, or general classroom critiques demand your presence; compensatory work of another kind will not be accepted in lieu of missed instruction. A missed class does not constitute an extension of an assignment!</p> <p>Attending class unprepared for a discussion, critique, workday, or presentation will be considered an absence. Not participating in class discussions, working on other instructors assignments during lecture, playing games or being on social media can be graded as an absence at the instructor's discretion.</p>

	<p><b>Universal point system for all Graphic Design / Digital Media classes</b></p> <ul style="list-style-type: none"> <li>• Each class will have a total of 2000 points available for the student to earn</li> <li>• 1600 points (80%) will come from projects, quizzes and assignments</li> <li>• 400 (20%) points will come from attendance and class participation</li> </ul> <p>Missing a critique will count as absence. Excused absences will require a written note from your doctor and will be granted at the discretion of the instructor.</p>
<b>Important Dates</b>	<p>January 8 - Classes begin  January 10 - Last day to DROP with NO record and receive a refund Spring A  January 12 - Last day to DROP with NO record and receive a refund for Spring  January 15 - HOLIDAY – MLK, Jr. Birthday – MONDAY Campus Closed  February 9 - Last day to withdraw and receive a "W" for Spring A  February 23 - Spring A Classes End  March 5 - 9 - HOLIDAY – Spring Break – Campus Closed  March 12 - Spring B Classes Begin  March 14 - Last day to DROP with NO record and receive a refund for Spring B  March 28 - Last day to withdraw and receive a "W" for Spring  April 13 - Last day to withdraw and receive a "W" for Spring B  April 27 - Spring and Spring B Classes End  May 4 - Graduation</p>
<b>Availability of Tutoring, Learning Lab, Academic Support</b>	<p>Open Lab hours are held in classrooms N-327 and N-312. The hours are posted outside of the classrooms. Teaching assistants are available in the open labs.</p>



## INFORMATION TECHNOLOGY EDUCATION

### Policies and Guidelines

*Please note that components marked with asterisk (\*) require specific language.*

#### **Cell Phone Use Policy**

Given the disruptive potential posed by cell phones, students are required to keep cell phones off during class lectures. Use of cell phones during lab exercises are permissible, but please consider those around you

#### **\*Children in the Classroom**

Children represent a disruptive element for the classroom. They also increase the risk of accidents occurring in the lab. For those reasons, children should not be brought to either the classroom or the laboratory.

#### **\*Academic Honesty: Plagiarism And Cheating**

Academic honesty is expected, and the instructor reserves the right to respond to cheating, plagiarizing, or other forms of unethical behavior with penalties up to and including removal from the class and/or failure in the course. The instructor also reserves the right to make necessary adjustments to the

syllabus.

**\*Academic Ethics and Confidentiality**

It is the responsibility of everyone engaged in the learning experience to respect the rights and feelings of their fellow learners. Information gathered in the classroom and from on-line discussions and exercises is to be considered confidential. At the same time, students must recognize that the instructor and the College cannot guarantee the confidentiality of what the student may choose to disclose. Students must use their own discretion when engaging in classroom discussion.

**\*Classroom Behavior**

Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Students are required to keep cell phones off during class lectures, unless there is permission in advance from the instructor. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course. Students are expected to be courteous to others and that includes coming to class on time.

**\*Student Rights and Responsibilities**

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to:

[:http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student\\_rights](http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights)

**\*Americans with Disability Act – Disability Accommodation Statement**

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see:

[http://www.sfcollege.edu/student/drc/index.php?section=faculty\\_resources/rights\\_responsibilities](http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities)

**\*Discrimination/Harassment Policy**

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at:

[http://dept.sfcollege.edu/rules/content/media/PDF/Rule\\_2/2\\_8.pdf](http://dept.sfcollege.edu/rules/content/media/PDF/Rule_2/2_8.pdf)

**Communication:** *Communicate using the GRA2940.03 Canvas Class.* Questions or concerns must be addressed through this means of communication. I will respond to you within 24 hours of your email. Check your Canvas class mail everyday - I will send course related information to you only through our Canvas LMS.

**Students With Jobs:** All classes in Digital Media Technology have rigorous deadlines and specific schedules. All Digital Media Technology program literature indicates this fact and encourages a full time attention to course work and program outcomes. If you choose to attend our courses while working a full time or demanding job schedule, you will need to develop time management strategies to meet project deadlines and fulfill classroom expectations.