



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**GRAPHIC DESIGN INTERNSHIP I
CGA2066 1 Credit Hour**

Student Level:

This course is open to students on the college level in either the freshman or sophomore year.

Catalog Description:

CGA2066 – GRAPHIC DESIGN INTERNSHIP I (1 hr)

An internship for a local agency or business provided services related to graphic design and/or web design. Students will receive a minimum of 45 hours of hands-on instruction in a real world environment utilizing the techniques and software they have learned in the classroom.

Prerequisites:

Instructor approval

Controlling Purpose:

To provide the student with an opportunity to receive additional training in areas dealing with graphic or web design in a business setting. Experiences are to be provided by the business or agency which accepts the student intern.

Learner Outcomes:

The student will receive training in some, if not all, of the following areas:

- creating and designing graphics/designs for print and web
- designing advertisements
- designing and maintaining websites
- using equipment related to graphic design
- using Adobe Creative Suite software (and other related software)

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.

- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: WORKPLACE ETIQUETTE						
Outcomes: Upon completion of this unit, the students will be able to demonstrate knowledge of what is proper workplace etiquette.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand the importance of punctuality and scheduling.
						Have appearance appropriate for the workplace.
						Understand the company's policies.

UNIT 2: APPLICATION OF SKILLS

Outcomes: Upon completion of this unit, the students will be able to demonstrate knowledge in creating and applying designs using equipment and software.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Design appropriate and error free print and web creations.
						Use equipment and software in a manner consistent with the company's standards.
						Keep a working portfolio of the student's work created while interning.

UNIT 3: INTERPERSONAL COMMUNICATION

Outcomes: Upon completion of this unit, the students will be able to demonstrate knowledge of working effectively with others.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						To perform tasks as required by internship supervisor.
						Keep a log of hours worked.
						Communicate with coworkers in a positive and effective manner.
						Network with professionals in the field with a positive outcome.

Projects Required:

Portfolio

Hours worked log (minimum of 45 hours)

Student will arrange his/her own intern position in consultation with the college instructor.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.