

# DDSGN 290



DDSGN 290	Summer, 2018	7/2 - 8/22
ARR	ARR	Prereq's: DDSGN 110-230
Section: 2304	5 Credits	

## Instructors Info:

---

### Professor Brian Martin

**Office:** Olympic 313, Pierce College Fort Steilacoom

**Office Hours:** M & W 2:15 PM - 3:45 PM until August 22. T, Th, F - Off Campus. (Check the lab if Brian is not in the office.)

**Email:** [bmartin@pierce.ctc.edu](mailto:bmartin@pierce.ctc.edu)

**Telephone:** 253-964-6473

## Course Description:

---

Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work including associated resume preparation, job interviews, and internship documentation.

## Class Materials:

---

1. Folder or binder for journal/work examples and resume.
2. Disks for saving journal, resume, work examples.
3. Transportation to internship site.

## Course Outcomes:

---

- The outcomes will be determined by the intern supervisor and the student, and approved by the instructor ( Internship Forms.)

## Outcomes Assessment:

---

The student, supervisor, and instructor must all agree to the site-specific internship objectives noted on the attached internship agreement before the internship starts. This three page contract must be signed and the originals given to the instructor (make sure to keep copies for you and your intern supervisor.) All evaluations will be based on the the following to be completed/submitted by the end of the internship:

- Completing a 250 hour internship in a graphic design related field.
- An on-site visit by the instructor with the student and site supervisor.
- An updated student resume.

- A portfolio/journal kept by the student of work examples/experiences, contacts/meetings with the instructor and student, etc.
- A letter of evaluation by the site supervisor.

If there has not been any tangible projects worked on, the student will write a two page essay summarizing the internship experience.

## Grading Scale:

---

Because of the 250-hour commitment, and the necessity of working around the site supervisor's availability to work with the student, it is frequently not possible to complete the requirements within 10 weeks. If the objectives are not completed when grade sheets are due, a "I" grade will be posted - meaning "Incomplete". The grade will be changed as soon as all outcomes are met. Percentages:

250 hours and all paperwork	4.0
250 hours and not all paperwork	3.3
230 hours and all paperwork	3.0
230 hours and not all paperwork	2.3
210 hours and all paperwork	2.0
210 hours and not all paperwork	1.7

A 0.0 will be given if the student has not contacted the instructor in writing as to if a Z grade is needed. If the student is fired or quits, the paperwork process must restart from the beginning. Hours accumulated before a dismissal may count if special circumstances exist.

## Cheating and Plagiarism:

---

Cheating and plagiarism will not be tolerated for any part of an intership and will result in a zero grade for the quarter. In fact if you do cheat or forge or plagerize or steal or anything bad while representing Pierce in an internship, just take your ball and go home as Martin will add you to his 'blocked callers' list.

## Special Needs:

---

Your experience in this class is important to me, and it is the policy and practice of Pierce College to create inclusive and accessible learning environments consistent with federal and state law. If you experience barriers based on disability, please seek a meeting with the Access and Disability Services (ADS) manager to discuss and address them. If you have already established accommodations with the ADS manager, please bring your approved accommodations (green sheet) to me at your earliest convenience so we can discuss your needs in this course.

ADS offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process between you and the ADS manager, and I am available to help facilitate them in this class. If you have not yet established services through ADS, but have a temporary or permanent disability that requires accommodations (this can include but not be limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are encouraged to contact ADS at 253-964-6526 (Fort Steilacoom) or 253-840-8335 (Puyallup).

## Emergency Management Plan

---

Call 911 and then Campus Safety in response to an imminent threat to persons or property. In the event of an evacuation (intermittent horns & strobes), gather all personal belongings and leave the building using the nearest available safe exit. Be prepared to be outside for one hour and stay a minimum of 200 feet from any building or structure. So long as it is safe to do so students are expected to stay on campus and return to class after evacuations that last less then 15 minutes. Do not attempt to re-enter the building until instructed by an Evacuation Director (identified by orange vests) or by three horn blasts or bell rings. Please notify the nearest Campus Safety Officer or Evacuation Director of any one left in the building or in need of assistance.

Phone: Fort Steilacoom Campus Safety (253) 964-6751 or Puyallup Campus Safety (253) 840-8481

## Special Rules:

---

For those that just can't get enough:

- 1) All rules and regulation of Pierce college apply (duh!)
- 2) Please remember that you can continue this with a I grade. Even if you get fired.
- 3) You are representing the Digital Design program and Pierce College. Please remember that.

\*NOTE: This schedule and syllabus as a whole is subject to change at the whim of the teacher. Okay, chance of that actually happening during your internship are right up there with winning the Lotto. If you do win the Lotto, Martin could use some new Chuck Taylors. He likes black canvas high-tops, size 12 (old school is the only school.)