

Syllabus for  
**ART 453 – Practicum Infield Study**  
3 Credit hours  
Summer 2015

I. COURSE DESCRIPTION

Student oriented external internship experience documenting the ability to work productively with teams using professional practices and project organization unique to sponsor. Assessment via written and verbal critiques, research, analysis and descriptions of project based work. (Class contact for studio–6 hours.)

Prerequisite: ART 355 (three plus hours), advisor consent and Design Technology Requirement.

Course Fee: \$40.

II. COURSE GOALS

Students are required to find, apply, receive approval, register and participate in an off-campus internship hosted by an approved and reputable design-related organization. Students experiences will vary based on student interests and host demands.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Terminal Objectives

1. Discuss how to solve communications problems
2. Describe and respond to audience contexts
3. Create or develop physical and experimental solutions to communication problems
4. Use technology in appropriate production of design artifacts or experiences
5. Orally discuss how to connect history, theory and criticism to contemporary design culture
6. Discuss appropriate business practices

B. Unit Objectives

1. Create, execute, and evaluate projects associated with graphic design
2. Document a discerning awareness of design elements in written and oral form, via critiques and written discussions
3. Test vocabulary and visual identification of design elements.
4. Complete design projects deemed appropriate for professional competency

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

A. Required Materials

1. Textbooks
  - a. Perkins, Shel, *Talent Is Not Enough: Business Secrets For Designers*, New Riders, Third Edition: 2014. ISBN-10: 0321984110; ISBN-13: 9780321984111
2. Other
  - a. <http://d2l.oru.edu/> Students are required to use course D2L (Desire 2 Learn) site.

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- b. Supplies for the course are listed on the course D2L site.
- c. This course requires possession of appropriate laptop and software as specified by the Graphic Design Technology Requirement.

B. Optional Materials

Textbooks

- a. Foote, Cameron S. *The Business Side of Creativity: The Comprehensive Guide to Starting and Running a Small Graphic Design or Communications Business* (Paperback); W. W. Norton & Company; New Ed edition, 2014. ISBN-10: 0393734005 ISBN-13: 978-0393734003
- b. Phillips, Peter L.; *Creating the Perfect Design Brief: How to Manage Design for Strategic Advantage*; Allworth Press, 2012. ISBN # 9781581159141

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

- 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
- 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
- 3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
  - b. Failing to meet group assignment or project requirements while claiming to have done so;
  - c. Failing to cite sources used in a paper;
  - d. Creating results for experiments, observations, interviews, or projects that were not done;
  - e. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
- 4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
    - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
    - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.
- B. Department Policies and Procedures
1. **Attendance**—At Oral Roberts University, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.
  2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
    - a. Inform the professor before the event.
    - b. Arrange to complete missed work within one week.
    - c. Not commit to class performances (oral reports, speeches, television tapings, group presentations, etc.) on a date the student will be gone. Makeup work is not permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
    - d. Present an excuse, signed by the Dean of Arts and Cultural Studies, the day the student returns.
  3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision of this course. Three tardies equal one absence and are included in the absences when determining the course grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.
  4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed.
  5. **Literacy**—The Communication, Arts, and Media Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.

6. **Whole Person Assessment**—Refer to the Communication, Arts, and Media WPA handbook for policies at (<http://oru.edu>), click on **Academics**, then **WPA**, then **Department Resources**, then **CAM Handbook HTML**.
- C. Course Policies and Procedures
1. Evaluation Procedures
    - a. Students must apply for and receive permission from the academic advisor prior to completing the internship and registering for the course. A complete description of the policy can be found on the course D2L site under —“Application Process” and at [art.oru.edu](http://art.oru.edu)
    - b. Grades are calculated based on attendance and the evaluation of all work submitted. The final score is calculated based on the following ratio: Assignments = 70%; Exercises, Quizzes, and Attendance = 10% each. A complete description of the procedures can be found on the course D2L site under “Evaluation Procedures > Grades.”
    - c. More than three (3) Absences will result in the reduction of at least one letter grade from the final course grade. A complete description of the policy can be found on the course D2L site under “Evaluation Procedures >Attendance Policy.”
    - d. A one-letter grade per assignment penalty is assigned to late work. A complete description of the policy can be found on the course D2L site under “Evaluation Procedures >Late Work Policy.”
  2. Whole Person Assessment Requirements
    - a. (1) Graphic Design Outcomes 5.2, Performance Evaluation  
(2) Graphic Design Outcomes 7.1, Faith and Professional Practice Essay
    - b. Artifacts not submitted electronically or incorrectly submitted receive a zero for that assignment.

## VI. COURSE CALENDAR

This Internship course requires the advanced Graphic Design student complete a minimum 150 hour (15 weeks at 10 hours per week, or 4 weeks at 40 hours per week) of professional instruction with a reputable and approved sponsor. The schedule is formulated by the requirements of the internship host’s professional daily requirements. The exact schedule of learning experiences differs from host to host and semester to semester. The student’s various work place learning experiences rise from the real and unpredictable nature of how design projects are integrated into the everyday work flow of a real marketplace setting.

## Course Inventory for ORU's Student Learning Outcomes

### ART 453 – Practicum Infield Study Summer 2015

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

| OUTCOMES & Proficiencies/Capacities |  | Significant Contribution | Moderate Contribution | Minimal Contribution | No Contribution |
|-------------------------------------|--|--------------------------|-----------------------|----------------------|-----------------|
| <b>1</b>                            | <b>Outcome #1 – Spiritually Alive</b><br>Proficiencies/Capacities      |                          |                       |                      |                 |
| 1A                                  | Biblical knowledge   |                          |                       | X                    |                 |
| 1B                                  | Sensitivity to the Holy Spirit   |                          | X                     |                      |                 |
| 1C                                  | Evangelistic capability  | X                        |                       |                      |                 |
| 1D                                  | Ethical behavior   | X                        |                       |                      |                 |
| <b>2</b>                            | <b>Outcome #2 – Intellectually Alert</b><br>Proficiencies/Capacities   |                          |                       |                      |                 |
| 2A                                  | Critical thinking  | X                        |                       |                      |                 |
| 2B                                  | Information literacy   | X                        |                       |                      |                 |
| 2C                                  | Global & historical perspectives                                       | X                        |                       |                      |                 |
| 2D                                  | Aesthetic appreciation   | X                        |                       |                      |                 |
| 2E                                  | Intellectual creativity  | X                        |                       |                      |                 |
| <b>3</b>                            | <b>Outcome #3 – Physically Disciplined</b><br>Proficiencies/Capacities |                          |                       |                      |                 |
| 3A                                  | Healthy lifestyle  |                          |                       |                      | X               |
| 3B                                  | Physically disciplined lifestyle                                       |                          |                       |                      | X               |
| <b>4</b>                            | <b>Outcome #4 – Socially Adept</b><br>Proficiencies/Capacities         |                          |                       |                      |                 |
| 4A                                  | Communication skills   | X                        |                       |                      |                 |
| 4B                                  | Interpersonal skills   | X                        |                       |                      |                 |
| 4C                                  | Appreciation of cultural & linguistic differences                      | X                        |                       |                      |                 |
| 4D                                  | Responsible citizenship  | X                        |                       |                      |                 |
| 4E                                  | Leadership capacity  | X                        |                       |                      |                 |