

NMA INTERNSHIP 293

KAPIOLANI COMMUNITY COLLEGE, UH

AILED GARCIA, INSTRUCTOR

EMAIL ailed@hawaii.edu

CELL 808.343.9565

Office Hours: Online ([Skype](#))

Weds: 3:00pm–6:00pm [YouCanBook.Me](#)

SYLLABUS

Fall 2016, CRN 31619

Tues, August 23, 1:45pm-4:15pm, Koa 103

Tues, December 06, 1:45pm-4:15pm, Online

Supported Online: www.ailedgarcia.com/293

COURSE INFORMATION & DESCRIPTION

ART 293 New Media Arts Internship (3) 6 hours lecture/lab per week. Prerequisite(s): Approval of the Internship entrance portfolio review or acceptance into a NMA AS specialization. Comment: ART 293 may not be audited. ART 293 is repeatable for a maximum of six credits.

ART 293 Provides supervised work experience in multimedia production. This course enables students to apply the knowledge and skills acquired in the classroom to the work environment. 3 hours seminar, 55 hours field experience per credit.

COURSE OBJECTIVES & COMPETENCIES

Upon successful completion of ART 293v, the student should be able to:

Apply multimedia skills and knowledge in the workplace.

Understand the basic principles of task organization and time management as it applies to the multimedia production.

Demonstrate ability to work effectively as a team member.

Demonstrate an increased understanding of how art and technology function in multimedia production.

Use problem-solving strategies to complete the creative process from concept development through revisions to final output.

Understand and appreciate the social, ethical, and legal responsibilities related to the production of multimedia in the workplace.

COURSEWORK

A. Responsible for developing procurement materials and securing Internship Placement in multimedia production and securing that a qualified supervising agent or multi-media professional will mentor the student and oversee their work.

Topics Include:

1. Resume Development
2. Cover Letter Development
3. PDF Portfolio or Demo Reel Development
4. Searches, Interviewing and Follow-up

B. Supervised Internship Performance, student performs assigned duties in workplace and completes hours required for credit in the course and as stated in The Study Plan and Contract. The employer fills out an Intern Evaluation at the end of the intern's term. NOTE: You must be enrolled in an internship prior to working—No retroactive credit will be granted for service hours earned prior to enrolling.

C. Meetings, and other Written Assignments Students, meet with faculty and other interns for support and dialogue of workplace activities.

Topics include:

1. Developing a Student Internship Study Plan and Contract
 2. Risk and Release of Liability Paperwork
 3. Progress Reports
 4. Written/Designed Internship Brief as a reflective summation of performance and internship experience.
 6. Presentation of final Internship Brief (Internship Experience and work samples).
-

WORKLOAD VARIANCE [Based on number of internship locations/credits enrolled in]

3 or 6 credits, at one location in one semester

You are expected to fulfill all requirements as they are listed in this COURSEWORK section.

6 credits at two different locations in one semester with service hours evenly distributed

You will also be expected to fulfill all requirements listed in this COURSEWORK section the syllabus; HOWEVER, *you will also be required to submit:*

- Submit two Student Internship Study Plan and Contracts (one for each location)
- Simultaneously submit separate Progress Reports for each location when due
- Design and Present two Design Briefs (one for each internship location)
- Have 2 Evaluations performed (one for each internship location)

Multiple Locations due to approved Incompletes

If granted a special consideration incomplete as noted in the next section "Completion of Service Hours," you will be expected to fulfill the usual required coursework for the course. However, additionally you must complete a new Study Plan & Contract, Industry Handout, Risk & Release form, and Supervisor Evaluation for the new location. Your two supervisor Evaluations will be weighted based on the percentage of service hours completed at each location and averaged with one another.

It will be your special challenge to figure out how to effectively write about both internship locations in one design brief and present that at the end of the course.

Termination of Internship with selection of Option 4

As discussed in section "Termination of Internship", should you be terminated, you will be required to complete the coursework as noted in the above subsection "6 credits at two different locations in one semester with service hours evenly distributed." However, your two Evaluations (one from the terminating location and one from the new location) will be weighted based on the percentage of service hours completed at each location and then averaged with one another.

COMPLETION OF SERVICE HOURS

The number of hours required for this course is 55 hours per unit of credit in which you are enrolled (Equals a total of 165 hours per 3 credits of Internship or 330 hours per 6 credits of Internship). Twenty-five (25) of these hours are reserved for portfolio preparation, search and interview process and course meetings, as necessary in the first semester; and only fifteen (15) hours in the second semester for meetings & updates.

You must complete the number of hours you have stated in your *Student Study Plan & Contract* by the end of the semester in which you are enrolled. You must inform your supervising agent and instructor in writing (via email) upon approaching the completion of these hours. You must also ultimately complete the number of hours required for credit in the course.

Under special circumstances (excluding termination, which are beyond your control (for example you have been informed that the supervisor does not have any work for you left to do, your supervisor will be on vacation, or the office will be closed, etc.) , It will be your responsibility to bring it to the attention of the instructor in a timely

manner, if you feel that circumstances will impede you from completing your hours as stated in Student Study Plan and contract and as required for course credit. Please Note: The instructor reserves the right to verify your circumstance through your supervising agent or by requesting valid documentation.

If your circumstance deemed worthy of an Incomplete, the instructor will discuss your options with you such as Multiple Locations credit as noted in the "WORKLOAD: Workload Variance" section with a focus of attempting to finish the internship before the end of the semester or as a last resort, completing the internship beyond the current semester and at the discretion of the instructor considering your circumstance; however it may not exceed the submission deadline as imposed by Kapiolani Community College's policy on Incompletes. Please Note: If granted special consideration credit, you will be required to submit some additional work, please see "WORKLOAD: Workload Variance" section for additional details.

In the event that you are unable to complete the service hours and documentation/assignments required for the course prior to the Incomplete Submission Deadlines, you must retake the internship course; however, your previously earned credit hours will be reset and you will NOT be granted credit forward for hours worked in a previous term, as internship hours accrued prior to the semester in which you are enrolled in the course will NOT be awarded retroactively.

TERMINATION OF INTERNSHIP

A student wishing to terminate an internship, must present just cause for why doing so is absolutely necessary. Special consideration will be given on a case-by-case basis and in consultation with the location supervisor and necessary faculty and staff input.

In the event of an unfavorable dismissal from your internship location on behalf of a supervisor, it is your responsibility to contact and make the instructor aware of the situation and initiate the conversation of discussing your options. *Your options will likely include:*

- #1) Dropping the course (if within the course drop deadline)
- #2) Withdrawing from the course (if within the Withdrawal deadline)
- #3) Not continuing with the internship course and electing to receive a failing grade; or
- #4) Seek another internship location to complete the remainder of your service hours. For how this changes your coursework please see section "COURSEWORK," subsection "Termination of Internship with selection of Option 4." *NOTE:* If are unable to find another location to complete the remainder of your hours as stated on your contract by the end of the semester, you will be assigned an F for the course, irrespective of the hours you have left to complete and how much work you have thus far; as your contract clearly states that you will complete the hours on your contract in order to successfully pass the course. No incompletes will be granted for students who receive unfavorable terminations.

INSTRUCTOR'S EXPECTATIONS

Since this is a college course, time outside of class will need to be consistently spent on projects to meet the requirements of the class. **All assignments due via LAULIMA ASSIGNMENTS by specified due date/time as specified on course schedule.** Please try to engage in your internship and course assignments, it will make your experience more enjoyable and your work stronger.

Regular contact, as necessary, via mandatory meetings, assignments, phone calls and/or email, to share progress is expected.

The method of instruction will include online classroom seminar and online discussions, lectures, readings, demonstrations, project development, critiques and individual instruction. Examples are presented when important to describe course content. Class projects and procedures are the focus of many course discussions and course information is posted online, if you feel you don't understand something and we're not set to meet as a group, please call, email me or come see me during my office hours to get the additional clarification or help you need.

(Syllabus Continued)

You will find that most of the class interaction is spent helping you individually and helping you make further progress based on your specific goals for obtaining an internship, therefore, it is of utmost importance that you request help, share your progress and experience throughout the course of the internship in a timely manner. During critiques/presentations, all students are required to participate as both presenters and active critics. You are expected to be considerate and respectful at all times. Disruptive or argumentative behavior will not be tolerated in the classroom or in the internship workplace.

ATTENDANCE AND MISSING ASSIGNMENTS POLICY

Skype Group Meetings are mandatory. Late assignments will be docked as stated in assignment's model answer.

Students should strive to meet all course requirements unless excused by the instructor and internship supervisor with prior notice—Please know that Employment obligations are technically not considered a justifiable reason for missing assignments or class as they are both equal obligations, and should be seen as such. Valid reasons for the interruption of internship completion are considered on a case-by-case basis, but may include sudden serious injury, illness, legalities involving that of the courts (court date/jury duty), or death of close family member or relative, in all cases it is the responsibility of the student to provide documentation in order to be excused and not docked, but must also be cleared by your supervising agent. **Even if an absence is determined to be excused**, all missing assignments and information must be made up. Extensions to deadlines based on an EXCUSED condition or circumstance, is set at the instructors' discretion. The instructor will try to be fair and set a date that considers the nature of the circumstance and requirements of the course.

Students should be aware that when they register for the course they are committing to its schedule and its requirements. Pre-existing conditions or circumstances (even if noted above and documented) are not excused if they existed prior to the start of the semester. If you know that your condition or circumstance will impede your full participation and meeting the course requirements, you should not take this course unless you are prepared to be evaluated accordingly.

METHOD OF EVALUATION

Please see *Laulima Gradebook*. Special case scenarios such as those listed in the "COURSEWORK: Workload Variance" which will require additional duplicated work for each location will be averaged with its counterpart item and entered in the gradebook, except where noted

GRADING SYSTEM	<i>Whatever method of evaluation is used, it is understood that the instructor reserves the right to make necessary and reasonable adjustments to the evaluation policies outlined.</i>
A = 90-100 %	
B = 80-89.9 %	
C 70-79.9 %	
D 60-69.9 %	
F 0-59.9 %	

SUPPLIES AND MATERIALS

Required Supplies

- 1 Three-Ring Binder for the storage of course documentation: notes, handouts, sketches, ideas and your writings (can be the same as used for other class but keep a section reserved for this course).
- 1 Portable Storage Device such as USB/Thumb/Jump/Flash Drive or External Hard Drive of 1 GB and above storage capacity.

Recommended Supplies/Equipment

- Computer and Printer (available in NMA labs)
- Adobe Design Creative Suite (installed in NMA labs)

REFERENCE TEXTS

THERE ARE NO REQUIRED BOOKS FOR THIS COURSE. Supplementary Readings and Presentations will be supplied by the instructor as necessary. I also recommend looking at animation/design websites, journals, books and magazines to inform your design/animations and get your creative juices flowing.

DISABILITY SUPPORT SERVICES

If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability so that we may coordinate the accommodations you need, you are invited to contact the Disability Support Services Office (DSSO) in `Ilima 107, ph.734-9552, or email kapdss@hawaii.edu for assistance. **For students whose primary disability is Deaf or hard of hearing**, contact the KCC Deaf Center in Manono 102, ph. 734-9210 (V) or 447-1379 (videophone). Please note: you will need to contact Kapi`olani CC's DSSO or Deaf Center to request accommodations in a Kapi`olani CC course even if you've already registered or receiving services at another UH campus's disability support program.