ART 4371: GRAPHIC ARTS INTERNSHIP
Summer I and II
Practicum
Instructor: Edwin J Cuenco
Carr 202 Mac Lab
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Office Hours: before/after and during class; or by appointment

Catalogue Description
A specialized course which maybe directed reading or research for superior students majoring in art. 3 Credit hours

Course Outline
This is an internship-directed course to fulfill degree requirements in the Art department. It is designed to give students intermediate instruction in the practice and application of graphic arts. Students will produce a wide variety of design projects, deepening their understanding of the field of graphic arts and mass media. This will be achieved through hands on application of professional tools toward real world graphic arts projects. While the course always conforms to the regular university calendar, each student’s experience is unique in terms of daily scheduling, assignments, locations, or supervisors, etc.

Justification of the Course
The course provides graphic design industry experience to develop production skills in graphic design. Emphasis is placed on the visual-problem solving process through the use of current software applications while applying creative solutions. Through a series of assignments that introduce type, images, texture, color, hierarchy and grid structures, students will explore a variety of design problems and build skills in communicating visual meaning.

Education Goals
The general education curriculum is designed to provide a foundation for knowledge to educated people and to develop the capacity for an individual to expand that knowledge over his or her lifetime. At the end of the course students will be able to:
- Communicate effectively and think critically.
- Develop ethical perspectives.
- Apply scientific and quantitative reasoning.
- Demonstrate knowledge of the arts and humanities.
- Understand wellness concepts.

Recommended Textbooks
Graphic Design Solutions by Robin Landa; The Digital Designer 101 by Stephen Pite

Recommended Supplies
1-3 USB flash drive, pens/sketchpad, USB external hard drive, cloud online backup

Assessment
To do well in this course, plan on an average of at least 6-8 hours of work per week outside of class. Project schedules are designed to give students time for critical and creative revisions; the initial draft layouts leading to the final version of a project should represent active experimentation, critical self-assessment, and personal commitment to the work. Arrive at class on time, with your materials, your projects prepared, and ready to work.
There will be regular breaks per class. While in class, you are expected to work on class projects; Internet usage should be limited to class related research. You are expected to be an enthusiastic participant in this class and take ownership of your work and development as a creative professional. The function of critiques is not only to receive feedback on your work while building the essential skills of presentation, sales, and marketing. Commitment as indicated above includes class participation, effort, level of craftsmanship, and evidence of having a strong, consistent work ethic.

Grading Criteria
In general, grades are determined by how well assignment objectives have been met, development of the idea, creativity and originality, technique, completeness of work, and class critique participation. Additional grading criteria will be outlined with each individual assignment and graded accordingly. Work must be submitted according to instructor’s guidelines COMPLETED and ON TIME beginning of class on the due date. Late work will be reviewed on an individual basis and only accepted in case of a documented excused.

Grade Breakdown
Projects are determined by specific criteria, each assigned with a unique value by the internship supervisor calculated equally per project to arrive at a final course grade at the end of the semester. Late work will be reviewed on an individual basis and accepted only in case of documented health, university or family reasons. Unexcused late projects will be marked down one (1) letter grade for each day the project is late.
A (4.0) to A- (3.5) Outstanding to excellent work in projects and assignments; strong class participation in class critiques and regularly attend class
B (3.9) to B- (2.5) Creative to distinguished work in projects and assignments; follows instructions and regularly attends class
C (2.0) to C- (1.5) Satisfactory to adequate work in projects and assignments; attendance within minimum class requirement
D (1.0) Barely acceptable work; failing to complete all assignments; excessive class tardiness or absences
F (0) Fail; Non-attendance and submission

Coursework
Each project will be provided with a detailed project spec sheet. Be sure to follow the instructions carefully. Re-read the directions again prior to submitting your projects. Failure to comply with these instructions will affect your grade. We will critique work-in-progress as well as finished projects. Critiques are meant to develop skills of presentation and discussion, and should be approached in a professional manner. The presentation of work is an essential part of the project as well in your development as a creative professional. Creating the work is only part of the process – you must be able to present your work as the right solution to the given design problem. Unless instructed otherwise, work must be in the following formats (PDF, JPG, AI, PSD) to be accepted for class viewing, review, or grading. Any artwork brought into class after a graded class critique has started will be counted as LATE if accepted, and reduce to the next lower grade. All work will be due at specific dates as outlined in the project spec sheet schedule, and will be due at the beginning of class.

A fine arts education is an open-minded tolerance for ideas and modes of expression that might sometimes conflict with one’s personal values. By being exposed to such ideas or expressions, students are not expected to endorse or adopt them but rather to understand that they are part of the free flow of information upon which higher education depends.
To this end, you may find that certain class requirements may include engaging certain materials, such as books, films, and artworks, which may, in whole or in part, indirectly offend you. These materials are equivalent to required texts and are essential to the course content. If you choose to decline to engage the required material by not reading, viewing, or performing material you consider unpleasant, you will still be required to meet the class requirements in order to earn credit. This may require responding to the content of an alternative course material or topic amenable both to you and the instructor for appropriate grade completion.

Backing Up Your Files
Losing work due to a failed digital media, lost, or overwritten files is not an excuse for late work. Students are expected to have an effective backup digital strategy for all their working and final projects. Please note that lab computers are normally erased daily without notification for maintenance.

Software Training
Basic computer knowledge is required, so a certain amount of familiarity with the software used in class is at least expected. Please note that while there will be adequate software assistance provided in class, it is your utmost responsibility to further develop the essential technical computer skills needed to complete your assignments.

Student Honor Code and Academic Integrity
This class is focused on generating and developing your own ORIGINAL designs. This does not mean that references can not be used, but copying, tracing, or using the actual work of others without documenting or showing at least 75% major significant modification through your own design decisions can lead to failing or passing the assignment. Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The artwork submitted in class is expected to be the student’s own work and must be completed for that particular class and assignment only. Plagiarism means intentionally or knowingly representing the words, artworks or ideas of another as one’s own. You must be very clear about attribution of sources and must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/forms/pdf/Honor_Code.pdf

Attendance Policy
Regular attendance is required and will be taken daily by a sign-in attendance sheet. It is the responsibility of the student to sign the attendance sheet if they want to be counted present on that day. Failure to sign the attendance sheet will result in an unexcused absence!
3 Tardiness (15 minutes or more) = 1 Absence
4 Unexcused Absences will reduce your final course grade by 1 letter grade
5 Unexcused Absences will reduce your final course grade by 2 letter grades
6 Unexcused Absences will result in Failure from class
You will be marked absent if you are more than (30) minutes late; or leave class (30) minutes early without instructor permission. Any false signatures will result in zero participation grades for all parties involved. Failure to attend class or arriving late may impact your ability to achieve course objectives, which could affect your course grade unless permitted by the Art department during special cases. If I am late in arriving to class, you must wait (15) minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.
An absence, excused or unexcused, does not relieve a student of any course requirement. Excessive absences will be reported to the Art Office and will affect your final grade. If the student accumulates more than (3) unexcused absences the student grade will be reduced to a full letter grade, and continue to be reduced for each additional unexcused absence. The accumulation of more than (6) unexcused absences will result in FAILURE from class—no exemptions. In this regard, it is the student's responsibility to withdraw from class if they do not want to receive a failing grade. An excused absence will be granted for documented reasons and must be verified by an appropriate third party i.e. police report, a funeral notice, employment letter, official university activity, observance of government and religious holidays, personal or family emergencies, or a note from the student's doctor stating the patient's inability to attend class, or missed the test.

Religious Holy Day
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Classroom Expectations
The theme of this class is RESPECT. I will treat you with respect and I expect the same treatment from you. In addition, I ask that you also be respectful to your fellow classmates. It is also the responsibility of all students to secure their personal items during and after class. Avoid coming habitually to class. All phones are to be turned off or silent mode during class. This also means text messaging, pagers, handheld video games, etc. Please wear the proper attire suited to working in a studio course. The environment for the class must be conducive to learning. Offensive behavior and disrespectful language will not be tolerated in class and will be reported to the Art Office immediately. Students who continue to display rude and disrespectful behavior will be given a warning. If the behavior continues, students will be asked to leave the class. The student must meet with me before he/she can return to class. If the behavior still continues, the student must meet with the Art Program Coordinator to discuss the situation before being allowed back in the class. As part of your educational experience, you may be expected to participate in class exhibitions (print and online), provide support and pro bono design services for non-profit organizations/university departments in need of assistance, attend field trips, and art workshops located both on and off campus.

Important
Please read attached Student Activity and Liability Release Form; and adhere to Art Program Safety Rule Policies at all times during class hours.

Students with Disabilities
Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. It is the responsibility of the student to report special accommodation needs to his/her instructor in a timely manner. Furthermore, the instructor is not required to anticipate the needs of students with disabilities.

Art Major/Minor Meetings
All art majors and minors are required to attend all Art Department meetings. Failure to attend these meetings will result in a deduction of 3.3 points for each missed meeting from the final grade in each course the student is enrolled during the semester.
Tentative Course Schedule
These are approximate dates and some may overlap. Specific date and information will be given by your Internship Supervisor at the beginning of the semester.

Week 1: Internship Supervisor Meeting and Work Schedule
Week 2: Internship Projects
Week 3: Internship Projects
Week 4: Internship Grade

Summer I
June 5       First day of Summer I
June 26      Last day to drop or withdraw a class for Summer I
July 6       Final examination and last day for Summer I
July 10      All grades for Summer I due

Summer II
July 10      First day of Summer II
July 28      Last day to drop or withdraw a class for Summer II
August 9     Final examination and last day for Summer II
August 11    All grades for Summer II due

Final Reminder
Please kindly read the syllabus, sign the agreement form, and understand what is expected of you in this course. You have been given the opportunity to ask questions. Remember that your final grade may be lowered due to excessive absences and tardiness, regardless of earned grades during the semester.

Disclaimer
This syllabus is subject to change or revision at any time during the semester. You will be notified of any changes or will be issued a new syllabus. It is the responsibility of the student to note and be aware of any changes if they occur.