



ARTC 2388.101C3

Internship

Spring 2025

STEAM 137

Time is TBA for each student.

INSTRUCTOR INFORMATION

Professor: Coleena Jackson

E-mail: cjackson@com.edu

Phone: 409.933.8535 office

Office: 225-62 STEAM Building

STUDENT HOURS AND LOCATION

Monday 1:50pm-2:50pm, Tuesday 9:00am-2:30pm, Wednesday 1:50pm-2:50pm. Please look for me in STEAM 137(graphic arts lab) and STEAM 225-62(my office) I work between both.

REQUIRED TEXTBOOK/MATERIALS

No required Textbook

REQUIRED SUBSCRIPTION:

Required Lynda.com / LinkedIn Learning Video Training

I have provided you a link for a free subscription please check your D2L site for the required videos and links.

*Titles are subject to change as necessary

Additional Materials: As needed

COURSE DESCRIPTION: A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

COURSE REQUIREMENTS

Goals of this Course

An Advisory Committee of professionals who work within the Graphic Arts industry have determined goals for this course. This course is a cooperative learning experience and the student will use their advanced skills in graphic design, web design, and video production based on the employer you are working with.

Work-related projects

Educational Plan

Overview of learning experience notebook and time log

Employer interviews
Portfolio Review (updates)

STUDENT PERSONAL RESPONSIBILITIES

1. Show up to internship on time, properly dressed for work as determined by the employer, and have a good attitude at work.
2. Successfully complete all work assigned by the employer in the required time
3. Complete the three goals that were set with the employer.
4. Complete other assigned tasks as assigned by the employer
5. Keep a daily log of work done that will be handed to the instructor at the end of the course in your course Notebook.
6. Package and prepare all files for the instructor.
7. Communicate any problems with the instructor right away.

DETERMINATION OF GRADE

IMPORTANT INFORMATION:

Students must allocate sufficient funds to purchase or maintain their own domain name and web page hosting service for the duration of this course. It is highly recommended that you keep the domain as your permanent portfolio domain.

Grading System

Items	Points	% Of Grade	Location
Employer Projects	100	25	Job
Employer Review	100	25	Job
Lynda.com	100	10	Online
Notebook and Portfolio(updates)	100	40	Online/classroom
Total	400	100	

Grading Scale

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D

Any grade below 60 is an F

COURSE POLICIES AND GUIDELINES

The content of the course will be completed on the job. Any changes to the job, location, or description should be reported to the instructor. In an effort to give back to our community, and give students real-world client experiences, we may take on a "real community" project. This changes from semester to semester, but if the instructor has the opportunity to work with a "real client" we will. Grading will be realigned to the outcomes of that project, and students will be made aware of changes via D2L grade center and class discussion.

In the classroom as in business, the need may arise for students to go beyond the given instructions or directions. Therefore, additional resources will be helpful to the student. These may include additional Lynda.com videos, textbook resources in the labs, videos, and help from classmates and instructors.

Make-Up Policy: There is no make-up work for projects.

Extra Credit: There is no extra credit in this course.

COMMUNICATING WITH YOUR INSTRUCTOR

Course Communication: Students can email me directly at cjackson@com.edu. Please include your course and section number in the email.

Please keep in mind I will most likely not respond past 5 pm and on weekends. So please plan ahead if you need help. Also, please note that you should check your COM email daily!

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

STUDENT LEARNER OUTCOMES

Student Learner Outcome	Maps to Core Objective(s)	Assessed via this Assignment
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation	Critical thinking skills	Projects
the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills,	Communication skills	Project, employer evaluation
appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.	Critical thinking skills, Personal Responsibility	Written overview and time log of scope of work and projects.

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam or project and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Concerns/Questions Statement: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Fine Arts Department Chair, Dr. Kristina Jantz at 409-933-8255, KJantz@com.edu

COURSE SCHEDULE

Week	Lecture	Lab	Assessment
1	Introduction and Overview of the Internship	Jobsite	
2	Evaluation of objectives	Jobsite	
3	Being a good employee	Jobsite	1 st contact with employer
4	The Resume, Cover Letter and Business Card	Jobsite	Notebook Check
5	Employer feed back	Jobsite	
6	Employment pit falls	Jobsite	
7	Self-assessment	Jobsite	
8	Review of projects from the job	Jobsite	
9	Review of projects from the job	Jobsite	Notebook Check
10	Review of projects from the job	Jobsite	
11	Review of projects from the job	Jobsite	
12	Review of projects from the job	Jobsite	2 nd visit with employer
13	Review of projects from the job	Jobsite	
14	Self-assessment	Jobsite	Notebook Due, Lynda.com or outside learning due
15-16	Conclusion and Evaluation	Jobsite	Presentation

NOTE: The course Schedule is subject to change. But, will be communicated online and in class.

SUCCESS TIPS FOR STUDENTS:

SOFTWARE:

In the graphic arts program, we will be using the Adobe Creative Suite. Please look for an email from Adobe in your com.edu email. This email will come by the second week of class. Follow the link to set up free use of the software while enrolled in the course. The graphic arts lab will also have access to the Adobe suite. You are welcome to use our labs. Please check the lab schedule posted in D2L for times. Also, note there are two Mac computers in the campus library with the Adobe software. You may need to identify yourself as a graphic art student to the library staff and ask them to show you which computer has the software.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Technology Outages

When taking quizzes please make sure you are not using Wi-Fi. It is recommended that you are at a workstation that is hardwired to the Internet. Wi-Fi can fluctuate and you may lose connection. If the College loses power and servers are down, I will be made aware of the issues by the Educational Technology Dept. and will reopen a quiz if I need to. Please be proactive and take your quizzes before the deadline to avoid issues. If you forget to take a quiz that is not a technology issue, you will have a zero.

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam or project and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving a proper citation, copying directly from a website, and pasting it into your paper, and using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.