

# Course Syllabus

[Jump to Today](#)

 [Edit](#)

	<p><b>Department of Art + Design</b></p> <p><b>Art 4070 C/E Internship</b></p> <p><b>Number of Units: 1–3</b></p>
<p>Spring 2022</p>	

<p><b>Meeting days:</b> as agreed upon by internship supervisor</p>	<p><b>Instructor title and name:</b> Andrew Cramer, Associate Professor Interaction Design</p>
<p><b>Meeting times:</b> as agreed upon by internship supervisor</p>	<p><b>Phone:</b> 724.516.5886</p>
<p><b>Meeting location:</b> onsite at internship</p>	<p><b>Email:</b> andrewcramer@pointloma.edu</p>
<p><b>Final Exam:</b> N/A</p>	<p><b>Office location and hours:</b>  <a href="https://pointloma.zoom.us/j/93836555087">https://pointloma.zoom.us/j/93836555087</a></p>
<p><b>Additional info:</b></p>	<p><b>Additional info:</b></p>

## PLNU Mission

### To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of

faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

## **COURSE DESCRIPTION**

An internship is a supplemental educational opportunity to explore career options, develop industry skills, and build professional networks related to the graphic design and/or the visual art industry.

## **COURSE LEARNING OUTCOMES**

Professional Practice:

- Gain a better understanding of where you fit in with the design industry
- Gain confidence working in a professional environment
- Create good working relationships and build a network of industry contacts
- Gain exposure to new skills
- Validate your career choice
- Build professional experience for employability

Practice the process of design:

- Identify and define the design problem
- Gather, analyze and synthesize information
- Determine performance criteria for measuring success
- Develop content and context
- Generate alternative solutions and build prototypes
- Evaluate and select appropriate solutions
- Implement choices
- Evaluate outcomes

## **REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

As determined by your onsite internship supervisor

## **COURSE CREDIT HOUR INFORMATION**

1 unit = 40 hours

2 units = 80 hours

3 units = 120 hours

## **COURSE SCHEDULE + FORMS** (you can type into these interactive forms)

**Due Friday, January 14, 2022 or as soon as you secure an internship.**

Information Form: [Art 4070 C:E Internship Information Form\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117397/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117397/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117397/download?download_frd=1))

Student to submit this *saved pdf* via email, [courtneymayer@pointloma.edu](mailto:courtneymayer@pointloma.edu)

**Due Friday, March 11, 2022**

Intern Mid-Semester Evaluation Form: [Art 4070 C:E Internship Intern Mid-Semester Eval\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117399/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117399/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117399/download?download_frd=1))

Student to submit this *saved pdf* via email, [courtneymayer@pointloma.edu](mailto:courtneymayer@pointloma.edu)

**Due Friday, April 29, 2022 End-Semester Evaluation**

Time Sheet Form: [Art 4070 C:E Internship Time Sheet\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117400/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117400/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117400/download?download_frd=1))

End-Semester Intern Evaluation Form: [Art 4070 C:E Internship Intern End-Semester Eval\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117401/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117401/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117401/download?download_frd=1))

End-Semester Supervisor Evaluation Form of Intern: [Art 4070 C:E Internship Supervisor End-Semester Evaluation\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117402/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117402/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117402/download?download_frd=1))

Student and supervisor to submit these *saved pdfs* via email Andrew Cramer,  
[andrewcramer@pointloma.edu](mailto:andrewcramer@pointloma.edu)

Complete syllabus hard copy if you want to print out: [Art 4070 C:E Internship Syllabus\\_Sp\\_2022.pdf](https://canvas.pointloma.edu/courses/60228/files/5117405/download?download_frd=1) ↓  
([https://canvas.pointloma.edu/courses/60228/files/5117405/download?download\\_frd=1](https://canvas.pointloma.edu/courses/60228/files/5117405/download?download_frd=1))

## ASSESSMENT AND GRADING

Pass / Fail

## STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) (<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>) to view which states allow online (distance education) outside of California.

## **INCOMPLETES AND LATE ASSIGNMENTS**

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

## **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

## **PLNU ACADEMIC HONESTY POLICY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) (<http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278>) for definitions of kinds of academic dishonesty and for further policy information.

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) (<mailto:DRC@pointloma.edu>) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After

the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

## PLNU ATTENDANCE AND PARTICIPATION POLICY

### Face-to-Face Format

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See [Academic Policies \(http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278\)](http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278) in the Undergraduate Academic Catalog.

### SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development \(https://www.pointloma.edu/offices/spiritual-development\)](https://www.pointloma.edu/offices/spiritual-development)

### USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements \(https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349\)](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) information.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your classwork.

## Course Summary:

Date	Details	Due
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Date	Details	Due
Fri Mar 11, 2022	 <a href="#">Mid-Semester Intern Evaluation Form</a>	to do: 9am
Fri Apr 29, 2022	 <a href="#">End-Semester Evaluation Forms</a>	to do: 9am