

**OAKTON COLLEGE  
GENERIC COURSE SYLLABUS**

<b>I.</b>	<b>COURSE PREFIX</b>	<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT:</b>	<b>LECTURE:</b>	<b>LAB:</b>
	GRD	251	GRAPHIC DESIGN PRACTICUM	3	0	15

**II. PREREQUISITE:**

Completion of 24 credits comprised of courses listed under major requirements of the A.A.S. Graphic Design degree and completion of 12 hours from specified electives listed in the A.A.S. Graphic Design degree with minimum grades of "C" and program chair's consent.

**III. COURSE CATALOG DESCRIPTION:**

The student will get experience in the Graphic Design field by working for a company that does work in Graphic Design. The job the student works at will be appropriate to his or her skills. The student will meet with the instructor and provide detailed reports of the work experience.

**IV. LEARNING OBJECTIVES**

1. To develop career goals and strategies
2. To develop work habits that are good for the Graphic Design industry
3. Show competency in achieving the responsibilities required by the job experience
4. Demonstrate new skills acquired from the job
5. Develop skills in seeking employment in the field of Graphic Design

**V. ACADEMIC INTEGRITY**

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Therefore, Oakton Community College has adopted a Code of Academic Conduct and a Statement of Student Academic Integrity. These may be found in the Student Handbook. You may also find a summary of the Code of Academic Conduct in the College Catalog. Among the violations of academic integrity listed and defined are: cheating, plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes, favors and threats.

It is the student's responsibility to be aware of behaviors that constitute academic dishonesty.

Pursuant to due process guarantees contained in the Policy and Procedures on Student Academic Integrity, the minimum punishment for the first offense for a student found in violation of the standards of academic integrity is failure in the assignment. In addition, a disciplinary record will be established and kept on file in the office of the Vice-President for Student Affairs for a period of three years.

**VI. OUTLINE OF TOPICS**

- A. Individual work plan
  1. Educational objectives

2. Assessment of skills
3. Career goals
- B. Work Place
  1. Organizational charts
  2. Supervisor
  3. Responsibilities and goals
  4. Evaluations
  5. Job descriptions
  6. Procedure manuals
  7. Office resources
- C. Communication skills
  1. Working with individuals below and above your level of organization
  2. Developing team goals
  3. Conflict resolution
  4. Decision making
- D. Occupational skills
  1. Get done attitude
  2. Craftsmanship and detail orientated abilities
  3. Skills specific to your job
- E. Graphic Design Project
  1. Determining the needs of your client
  2. Drafting a proposal
  3. Approval of project topic and objectives
  4. Understanding the production flow and how it affects your project
  5. Review of project
    - a. Knowledge of skills gained
    - b. Application to career goals
- F. Finding a job
  1. Resume
  2. Application
  3. Job descriptions
  4. Sources for employment
  5. Interviewing
- G. Professional organizations
- H. Evaluation of job experience
  1. New skills acquired
  2. Professional goals

## **VII. METHODS OF INSTRUCTION:**

Students will meet once a week in an instructional setting to evaluate and develop the work experience and its relationship to the educational goals.

## **VIII. Course Practices Required**

1. Work 15 hours per week in a Graphic Design environment
2. Meet for at least 3 one hour meetings with instructor during the semester
3. Develop and produce a resume
4. Discuss in class experiences on the job

## **IX. INSTRUCTIONAL MATERIALS:**

None

**X. METHODS OF EVALUATING STUDENT PROGRESS:**

1. Evaluation by supervisor on the job
2. Quality of job resume
3. Demonstration of job skills through portfolio

**XI. OTHER COURSE INFORMATION**

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

While Oakton Community College will make every effort to obtain employment for the student, it is the ultimate responsibility of the student to obtain employment. The student must obtain work before registering for this class. A student can register for this class at anytime during the semester.

---

Effective beginning term: Summer, 2003

Ending term: \_\_\_\_\_

Syllabus prepared by: Bernard Krule

Date: 6/7/01

Reviewed by Dept./Prog. Chair: Bernard Krule

Date: 6/7/01

Approval by Dean: Linda A. Korb

Date: 3/4/03