



# MARYMOUNT

## UNIVERSITY

School of Arts and Sciences  
2016-17

### COURSE SYLLABUS

<b>Course Number</b> CMD400 B	<b>Course Title</b> Internship		
<b>Fall Semester</b>	<b>Spring Semester</b> XX	<b>Summer Semester</b>	<b>Credit Hours</b> 3-6
<b>Name of Instructor:</b> Barry C Erdeljon			
<b>Meeting Day, Time, and Room Number:</b> Per internship agreement			
<b>Final Exam Day, Time, and Room Number:</b> NA			
<b>Office Hours, Location, Phone</b> TU 3:30-4:30, WED 3:00-5:00, TH 3:30-4:30 Gailhac G106, 703-284-1652. Other times by appointment			
<b>E-mail</b> <a href="mailto:barry.erdeljon@marymount.edu">barry.erdeljon@marymount.edu</a> <b>Course Web Site</b> <a href="http://www.mudesign.net/internship/">http://www.mudesign.net/internship/</a>			
<b>Course Description:</b> Senior students may register for a field experience or an internship in a cooperating research or media communication agency in the Washington metropolitan area under the supervision of an instructor. Prerequisite: senior status and permission of the dean of Arts and Sciences. <i>Liberal Arts Core/University Requirements Designation: EXP (3) For GD majors (6)</i>			

### UNIVERSITY STATEMENTS

#### **ACADEMIC INTEGRITY**

By accepting this syllabus, you pledge to uphold the principles of Academic Integrity expressed by the Marymount University Community. You agree to observe these principles yourself and to defend them against abuse by others. Items submitted for this course may be submitted to TurnItIn.com for analysis.

#### **STUDENT COPYRIGHT INFORMATION**

For the benefit of current and future students, work in this course may be used for educational critique, demonstrations, samples, presentations, and verification. Outside of these uses, work shall not be sold, copied, broadcast, or distributed for profit without student consent.

#### **ACCOMMODATIONS AND ACCESSIBILITY CONCERNS**

Please address any special challenges or needs with the instructor at the beginning of the semester. Students seeking accommodations for a disability must complete the required steps for obtaining a Faculty Contact Sheet from the Office of Student Access Services (SAS). Students are then responsible for meeting with their instructors at the beginning of the semester to review and sign the Faculty Contact Sheet and develop a specific plan for providing the accommodations listed. **Accommodations cannot be granted to students who fail to follow this process.** Appointments with the SAS director can be scheduled through the Starfish "Success Network" tab in Canvas. For more information, check the SAS website, e-mail [access@marymount.edu](mailto:access@marymount.edu), or call **703-284-1538** to reach the SAS director or an academic support coordinator.

## **EMERGENCY NOTIFICATION POLICY**

When students are absent due to a crisis situation or unexpected, serious illness and unable to contact their individual instructors directly, the Division of Student Affairs can send out an Emergency Notification. To initiate an Emergency Notification, students should contact the **Division of Student Affairs 703-284-1615** or [studentaffairs@marymount.edu](mailto:studentaffairs@marymount.edu). Emergency Notifications are **NOT** appropriate for non-emergency situations (e.g. car problems, planned absences, minor illnesses, or a past absence); are **NOT** a request or mandate to excuse an absence, which is at the sole discretion of the instructor; and are **NOT** a requirement for student absences. If a student contacts instructors about an emergency situation directly, it is not necessary to involve the Division of Student Affairs as arrangements are made to resolve the absence.

For non-emergency absences, students should inform their instructors directly.

## **ACCESS TO STUDENT WORK**

Copies of your work in this course, including copies of any submitted papers and your portfolios, may be kept on file for institutional research, assessment, and accreditation purposes. All work used for these purposes will be submitted anonymously.

## **UNIVERSITY POLICY ON WEATHER AND EMERGENCY CLOSINGS**

Weather and Emergency closings are announced on Marymount's web site: [www.marymount.edu](http://www.marymount.edu), through **MUAlerts**, area radio stations, and TV stations. You may also call the **Weather and Emergency Hotline at (703) 526-6888** for current status. Unless otherwise advised by local media or by official bulletins listed above, students are expected to report for class as near normal time as possible on days when weather conditions are adverse. Decisions as to inclement closing or delayed opening are not generally made before 6:00 AM and by 3:00 PM for evening classes of the working day. Emergency closing could occur at any time making **MUAlerts** the most timely announcement mechanism. **Students are expected to attend class if the University is not officially closed.** If the University is closed, course content and assignments will still be covered as directed by the course instructor. Please look for communication from the course instructor (e.g., Canvas) for information on course work during periods in which the University is closed.

1. **BROAD PURPOSE OF COURSE:** Senior students may register for a field experience or an internship in a cooperating research or media communication agency in the Washington metropolitan area under the supervision of an instructor. Prerequisite: senior status and permission of the dean of Arts and Sciences. *Liberal Arts Core/University Requirements Designation: EXP (3) For GD majors (6)*

Internship provides a structured real-world experience in a firm or organization in the Greater Washington area. Current internship listings from a variety of internship sites are maintained in the Career and Internship Center. Graphic Design students are encouraged to seek an internship that matches their career aspirations upon graduation. Alternatively, they may use the internship opportunity to explore new venues.

**Registration requirements:** 1.) completion of 90 credits toward baccalaureate degree requirements and the recommendation of the faculty advisor. 2.) an interview that culminates in a signed agreement with an agency approved by the faculty advisor and Associate Dean of Arts and Sciences and a minimum grade point average of 2.0. Proper registration for six credits of GD 400.

2. **COURSE OBJECTIVES:** Upon successful completion of this course students will be expected to:
  - a. understand responsibilities assigned by the employer and follow established policies, guidelines, and rules of the workplace;
  - b. demonstrate college-level oral and written communication skills needed to fulfill the assignments;
  - c. demonstrate flexibility and willingness to learn;
  - d. produce a satisfactory quality and quantity of work;
  - e. assume responsibility for attendance, promptness, time management, and professional and ethical behavior;
  - f. demonstrate interactive communication skills and good relations with peers and supervisors.
3. **TEACHING METHOD:** On-the-job learning from the internship, supervisor, and workplace peers.
4. **GRADING POLICY:** Grading of the Internship is on a pass/fail basis. A grade of "Pass" requires the following:

- a. Completion of 240 hours for six credits as scheduled by the employer;
- b. Submission to the faculty advisor of a reflective essay that includes a weekly account of experiences gained and a personal performance analysis and samples of your internship work;
- c. A satisfactory Graphic Design written evaluation from the employing organization's supervisor of the intern; this must be submitted to the faculty mentor/academic advisor, who submits the grade. Link to Graphic Design Employee Evaluation Form

**Friday, February 12, 2016 is the last day to withdraw from a class without academic record.**  
**Friday, March 18, 2016 is the last day to withdraw from a class with a grade of W.**

5. **CLASS SCHEDULE** Per internship schedule <http://www.mudesign.net/internship/>

**Friday, February 12, 2016 is the last day to withdraw from a class without academic record.**  
**Friday, March 18, 2016 is the last day to withdraw from a class with a grade of W.**

6. **REQUIRED TEXT:** NA