



MARYMOUNT UNIVERSITY

School of Design, Arts, and Humanities
2018-19

COURSE SYLLABUS

Course Number CMD400 B	Course Title Internship		
Fall Semester XX	Spring Semester	Summer Semester	Credit Hours 3-6
Name of Instructor: Barry C Erdeljon			
Meeting Day, Time, and Room Number: Per internship agreement			
Final Exam Day, Time, and Room Number: NA			
Office Hours, Location, Phone TU 1:00-3:00, WED 6:00-7:00, TH 12:00-1:00 Gailhac G106, 703-284-1652. Other times by appointment			
E-mail barry.erdeljon@marymount.edu Course Web Site http://www.mudesign.net/internship/			
Course Description: 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 School of Design, Arts, and Humanities <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 with Disabilities

If you are seeking accommodations (class/course adjustments) for a long-term or short-term (less than 6 months) disability, you must do the following:

- 1) Register as a student with a disability with Student Access Services (SAS) in the Center for Teaching and Learning. This process takes time, so you should engage it as early as possible.

- 2) Once registered with SAS, you may be approved for accommodations by SAS. Approved accommodations will be listed on a "Faculty Contact Sheet" (FCS). This is important because not all accommodation requests are approved.
- 3) After receiving the FCS, meet with each of your instructors as soon as possible to review your accommodations, and have them sign the FCS. This document will help you and your instructors develop a plan for providing the approved accommodations.
- 4) Let SAS know if there are any concerns about the way your accommodations are being implemented by your instructors.

Please remember that:

- 1) Accommodations for disabling conditions cannot be granted if you do not follow the above steps.
- 2) Accommodations are not retroactive. That is, accommodations can only be applied to a course *after* they have been approved by SAS and put into motion by *you* through working with your instructors.
- 3) Appointments with the SAS staff are scheduled through the Starfish "Success Network" tab in Canvas. For more information, check the SAS website, e-mail access@marymount.edu, or call 703-284-1538.

Students with Temporary Challenges

Temporary challenges due to accident, illness, etc. that may result in missing class or navigating general campus access do not fall under the purview of SAS. If you experience something of this nature, please start by alerting your instructors. The Dean of Student Success may be involved in alerting instructors in extreme cases.

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 student.affairs@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 confidentially.

UNIVERSITY POLICY ON WEATHER AND EMERGENCY CLOSINGS

Weather and Emergency closings are announced on Marymount's web site: 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 course instructor (e.g., Canvas) for information on course work during periods in which the University is closed.

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 School of Design, Arts, and Humanities. *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. Media and 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.

Prerequisites for CMD 400 Internship

1. Senior status in Media Design or Graphic Design major - *completion of CMD360 required and completion of Senior Portfolio is recommended*
2. A minimum grade point average of 2.0.
3. Completion of 90 credits toward baccalaureate degree requirements
4. Recommendation of the faculty advisor.
5. An interview that culminates in a signed agreement with an organization **approved by** the faculty advisor and Associate Dean of School of Design, Arts, and Humanities. Link to online internship registration and evaluation <https://www.myinterfase.com/marymount/student>

1. **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.
2. **TEACHING METHOD:** On-the-job learning from the internship, supervisor, and workplace peers.
3. **GRADING POLICY:** Grading of the Internship is on a pass/fail basis.

A grade of "Pass" requires the following:

1. Completion of 240 hours for three credits as scheduled by the employer;
2. Submission of a daily time sheet for hours you work on the days at your internship.
3. Submission to the faculty advisor of a reflective essay of experiences gained and a personal performance analysis [Link to Reflective Paper Assignment](#)
4. Samples of your internship work - links, online docs. or printed copies are acceptable
5. A satisfactory internship supervisor's evaluation form submitted online to your jobs4saints internship
6. A completed student self-evaluation of Internship form submitted online to your jobs4saints internship: <https://www.myinterfase.com/marymount/student>
7. At least two individual meetings (faculty supervisor and student),

**Tuesday, September 4, 2018, is the last day to withdraw from a class without academic record.
Friday, November 2, 2018, 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/>

6. **REQUIRED TEXT:** NA