Course and Section Number:
GAME-2387-83260: Internship-Animation/Graphics

Semester:
Spring 2018 Classes: January 16, 2018 – May 10, 2018

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Student schedule to be worked out between student and employer. Student must spend at least 15-20 hours per week at the work site.

Room:
Student will work at the employer’s business.

Instructor Information:
Instructor’s name: Christopher Curra
E-mail address: ccurra@dccc.edu
Richland phone: 972-761-6830
Office Number: T244B
Office Hours MW 10AM-3PM, TR 10AM-12:30PM, F 1PM-4PM
Mail Box Location: B101

Prerequisite:
Instructor approval.

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.

End-of-Course Outcomes:
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 and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

SCANS Skills:
The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

- Improves or Designs Systems - suggest modifications to existing systems and develops new or alternative systems to improve performance
- Arithmetic and Mathematical Operations - perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques
- Knowing How to Learn - uses efficient learning techniques to acquire and apply new knowledge and skills
• Problem Solving - recognizes problems and devises and implements plan of action

Required Lab Hours:
Student internship work (lab) hours to be worked out between student and employer.

Multimedia Learning Center Information and Hours of Operation:
The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

For the current lab hours, go to https://richlandcollege.edu/ebt-multimedia/lab-info/ and go to the bottom of the page.

The other campus computer lab for credit student use is Del Rio, D229.

All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.

Textbooks:

Supplies:
Required Supplies for all Courses: headphones and some kind of external storage: jump drives, external hard drives, blank CD-Rs/DVDs or cloud storage like Dropbox.

Tools such as Flash Drives and Writable CDs may vary but most will generally be supplied by the employer / supervisor.

Course Outline:
Student internship objectives to be worked out between student and employer.

Grading Procedure:
Grades are based on the ability of the student to meet the goals and objectives identified by the instructor and by the employer / supervisor. These goals are identified on external work experience documents.

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<tr>
<th>Grading Legend</th>
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<tbody>
<tr>
<td>A = excellent</td>
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<td>B = good</td>
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<td>C = satisfactory</td>
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<td>D = unsatisfactory</td>
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<td>F = failing</td>
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PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services. Web Site address: http://econnect.dcccd.edu Telephone number: 972-613-1818.

Academic Calendar:
2018 Spring Multimedia/Photography/Game Courses Calendar

January 16, 2018 – May 10, 2018
MW, TR, MWF, Spring RCHS classes and regular online classes. Saturday only courses, Evening Flex Term courses and Online Flex Term courses have different calendars.

January 15 (M)  
**MLK Holiday - campus closed, including lab.**

January 16 (T)  
Monday – Friday Day Classes Begin

January 20 (Sa)  
First Saturday the Multimedia Lab will be open.

January 29 (M)  
**12th Class Day / Census Day for Monday - Friday day classes and regular online classes.**

January 29 (M)  
Last day to drop a course without receiving a "W" grade on transcript.

March 1 (R)  
**TCCTA Faculty Meetings** – Day and evening classes will not meet; lab open

March 2 (F)  
**TCCTA Professional Development Day:** Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet; lab open.

March 13 - 18 (M-Su)  
**Spring Break:** College buildings & offices (including the lab) will be closed for the week.

March 30 (F-Su)  
**Spring Holiday:** College buildings & offices (including the lab) will be closed for the holiday.

April 12 (R)  
**Final Withdraw Date:** Last Day for Monday - Friday day classes and regular online classes to withdraw with a grade of "W".

May 7-10 (M-R)  
**Final Exams:** See the online Final Exam Schedule for your exam times.

May 10 (R)  
**Semester Ends.**

Last day lab is open for the semester.

**Drop Date:**

January 29 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

**Withdrawal Date:**

April 12 (R) is the last day to withdraw from this course with an automatic "W".

**Institutional Policies:**

Institutional Policies are available at: [https://www.richlandcollege.edu/syllabusinfo](https://www.richlandcollege.edu/syllabusinfo)

**Classroom Policies:**

Please read the following classroom policies listed below.

**Attendance Policy:**

In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.

**Food and Drink Policy:**

Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

**Web Server Posting Policy:**
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

**Computer/Internet Use Policy:**
Currently enrolled Richland College Multimedia, Game, and Photography students have access to the Multimedia Lab and classroom computers for Multimedia/Game/Photography educational and instructional purposes only.

Please use the Del Rio Computer Lab (D229) for other school-related assignments and non-Multimedia/Game/Photography activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window: http://www.richlandcollege.edu/conduct/

**Safety Policy:**
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

**Handheld Devices Policy:**
Please turn OFF all electronic devices during class.

**Participation Policy:**
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

**End of Each Class Policy (for face-to-face classes):**

When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

**Attention Continuing Education Students:**
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

**Department Web Sites:**
http://www.richlandcollege.edu/multimedia
https://richlandcollege.edu/ebt/photography/
http://www.rlc8.dcccd.edu/game/
The Multimedia Learning Center is part of the Richland College School of Engineering, Business and Technology. Office: Bonham 101 • Phone: 972.238.6210.

**Disclaimer reserving right to change syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Student Acknowledgement:**
Please download, read and sign this [Student Acknowledgement](http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf) and turn it in to your instructor. Or you can paste this URL into your browser window: [http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf](http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf)