



# Bellevue College – Digital Media Arts Program

## Media 250: Internship in Digital Media

### MEDIA 250 – COURSE SYLLABUS

#### Course Instructor

See “Your Instructional Team” below for course contact information.

#### Course Goal

The purpose of Media 250 is to assist with the integration of work experience and classroom studies. Towards this end, Media 250 will guide you through the academic internship experience by providing reflective and interactive coursework which has been designed to complement your internship.

The course requires that you have already secured an internship and that you are prepared, willing, and able to complete a minimum of 150 hours at the internship site. You will also be required to successfully complete a set of weekly assignments that are posted to the class Vista site. Upon achieving these goals, students will be awarded 5 credits for Media 250.

#### Before You Enroll (How to get an entry code)

There are several requirements that you must meet before you will be eligible to enroll in Media 250. To qualify for enrollment in Media 250, you MUST:

- Be in the last quarter of your degree or certificate program. On rare occasions, students will be granted permission to complete their internship in the second-to-last quarter of their program. Contact the course instructor for permission.
- Have met with the Bellevue College Internship Coordinator at the Bellevue College Center for Career Connections and understand the requirements for registration, including completion of the "Media 250 Training Agreement" form.
- Have secured an approved internship within a company, community-based organization, or governmental agency (see below for more information).
- Have submitted to the Bellevue College Internship Coordinator a copy of the "Media 250 Training Agreement," signed by you and the employer/supervisor.

#### Your Instructional Team

Your instructional "team" for this course consists of three people:

1. The Bellevue College Center for Career Connections Internship Coordinator
2. The Course Instructor
3. The Internship Supervisor (the person you'll work with on the job)

Contact information for the Internship Coordinator and the Course Instructor can be found below. Please read this syllabus carefully before you call or email.

#### The Bellevue College Internship Coordinator

The Bellevue College Academic Internship Program, part the Bellevue College Center for Career Connections, is available to assist you with finding an internship. The Internship Coordinator will give you feedback on your resume and guidance on where to look for an internship. Call (425) 564-2279 to schedule an appointment, and make sure to bring your resume with you to the appointment. Please also create an account on CONNECT! (the Bellevue College job & internship web site) before the appointment.

The CONNECT! web address is: <https://bellevue-csm.symplicity.com/students>

Keep in mind that while the Internship Coordinator is available to help you find an internship, **IT IS YOUR RESPONSIBILITY TO FIND AN APPROPRIATE INTERNSHIP FOR YOURSELF.** The Center for Career Connections staff is NOT responsible for finding a placement for you; they are there to help you find it for yourself.

Once you have found an internship, you will need to complete the following steps:

- Have the employer/internship supervisor complete the Media 250 Training Agreement form.
- Bring the completed form to the Center for Career Connections on the 2<sup>nd</sup> floor of the B Building (Room 231, Student Services Building) or fax it to (425) 564-2230, Attn: Internship Coordinator.
- After receiving the form, the Internship Coordinator will determine whether the position meets the guidelines established by the Digital Media Arts program, and if it does, she will contact Evelyn Kasama in the Business Division and request that an enrollment entry code be release to you.
- This entry code will allow you to register for Media 250. You can use this code when registering online.
- Once you are registered, you will receive information about how to logon to the course web site.
- When the quarter begins, logon to the course site to begin to complete the required assignments.

### The Course Instructor

The instructor will guide your learning experience and provide support in meeting the academic responsibilities of the course and, through the class web site, will assist you in determining an internship plan. The instructor will monitor your progress throughout the quarter, collect weekly reports, review posts to the discussion boards, grade final report submissions, and award grades for the course.

Instructor:	Mary Slowinski, Faculty
Instructor's Email:	The class web site on Vista (MyBlackboard) includes a web-based email service. Please use this service for ALL email that pertains to this class.
Instructor's Phone:	(425) 564-4212
Business Division Phone:	(425) 564-2311
Instructor's Office Hours:	Office hours are by appointment only and can be made by contacting Mary directly (using MyBlackboard email)

### The Internship Supervisor

The internship supervisor is the digital media professional who will be overseeing your work on site at the approved internship place of business. This is the person from the business or agency who will sign your Media 250 Training Agreement form.

### Class Web Site

The course website on Vista (MyBlackboard) will be used to post announcements, messages and assignments, and it will be the primary method by which students will submit assignments and communicate with the instructor.

Once you are enrolled in the class and the quarter has begun, you will be able to log onto the class website at <http://vista.bcc.ctc.edu/>. If you need logon instructions, check out <http://distance-ed.bcc.ctc.edu/startvista.asp>. The site usually opens the first day of the quarter.

Occasionally, web site technical problems can block you from accessing the site anywhere from a few minutes to a few hours. If you cannot access the site, check back later. If you still cannot access the site at a later time, please contact the Course Instructor at this **EMERGENCY ONLY** email address: [mslowins@bellevuecollege.edu](mailto:mslowins@bellevuecollege.edu).

## Projects and Papers

To receive credit for Media 250, students must complete the following requirements. Students are expected to post all submissions to the class web site or to use the site email to send submissions to the instructor. Goals and evaluation criteria will be included when the project assignment is given. The course instructor will evaluate your projects and make evaluative comments.

- Develop an internship learning plan including an overall goal statement and three learning objectives. Write-up and submit the three learning objectives. (Due within the first 25 hours served - 150 points)
- Each week, submit a report of what you've done at the internship and a log of your hours for the week. (Due each week - 200 points)
- Submit responses to four reflection questions on the class website. (Due as you progress through the internship - 100 points total)
- Create a final report that reflects on the internship experience (guidelines for this final project will be provided). Students are encouraged, but not required, to include examples of the work the created in this portfolio. (Due at the completion of your internship - 150 points)
- Complete at least 150 hours of service at an approved internship site.

## Grading

Available grades: A, A-, B+, B, B-, C+, C, C-, D+, D, F.

To get credit for this course, you must successfully earn a C- which translates to 426 points or more. Since Media 250 is an exit requirement for completing your Associate of Arts degree and the division policy requires a C- or better for a class to qualify for graduation, if you fail to pass this course, your graduation will be denied until you have successfully repeated and passed it.

IF YOU DO NOT COMPLETE YOUR HOURS or WORK THIS QUARTER, YOU WILL RECEIVE A "Y" (Incomplete) FOR THE CLASS. You will then have until the end of next quarter to complete the work. The "Y" grade will convert automatically to an "F" if the work is not submitted before finals week of the following quarter.

### Grading Scale:

564 - 600 A	426 - 443 C-
546 - 563 A-	-----
528 - 545 B+	408 - 425 D+
504 - 527 B	384 - 407 D
486 - 503 B-	366 - 383 D-
468 - 485 C+	365 or less F
444 - 467 C	

## Course and Division Policies

Copyright: Unless you are citing examples of published work for evaluation and comment, in which case you are to clearly document and attribute the copyright information when the assignment is submitted, this course requires that you have the rights cleared for any graphic, text, animation, video or audio material that you use in your projects. A limited set of rights cleared materials may be available in class. You may also wish to purchase your own clip-media libraries for use in your projects. The source of all materials that are not of your own creation must be documented and submitted with your project. Failure to document or clear materials will earn a failing grade on the project. In addition, Bellevue College retains the right to use your projects for example and evaluative purposes, but your personal projects are considered your intellectual property and copyrighted to you.

Cheating\*: Any student who cheats by engaging in the use of pre-marked tests or answer sheets, cribbing, use of text(s), notebook(s), copying, or any other means used to score or complete his/her answer sheet in conjunction with a(n) exercise/examination, test/quiz with other than the student's own answers will be assigned a final course grade of "F". All forms of cheating will be reported to the Dean of Students and the student will be informed of this action.

Plagiarism\*: Any student submitting a paper which contains a paragraph or sentence from another source, of which, when reviewed by an expert, neutral, third party, contains so close a paraphrase as to be considered non-coincidental and which does not cite the source clearly and distinctly, will be assigned a final course grade of "F". All forms of plagiarism will be reported to the Dean of Students and the student will be informed of this action.

Withdrawing from Course: College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter. (For assistance contact the Registration Office in B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Final Exam Schedule: Final examinations will be held at the end of each quarter at fixed times as determined by the campus Finals schedule and the Digital Communications Programs. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Stealing Exams\*: Students and/or confederates who are caught attempting to copy, or remove exams, tests, or exercises without instructor authorization will receive a final course grade of "F". All forms of stealing course materials will be reported to the Dean of Students and the student will be informed of this action.

Instructor Evaluation: During the quarter, you will receive instructions on providing feedback about the class you are taking. This evaluation will only take a few moments of your time and is required of you by the college. Final grades will be given to students who complete the class evaluation by the announced due date. Please let me know if you have any questions about this class requirement.

Variations to this Syllabus: The class web site will carry information that updates the information on this syllabus. The site is the final authority on class requirements and grading criteria and it is important that you pay close attention to it. Please consult your instructor if you have any questions.

*(\*If you are accused of Cheating, Stealing Exams, and/or Plagiarism, there is a Bellevue College Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the Business Division Chair in Business Division office (A242), or the Dean of Student Services (B231A), or the Associated Student Body offices (above the Cafeteria) for information regarding the appeals process.)*

## **Student Services**

There are many, many resources on campus to assist you in having a successful experience while attending Bellevue College. If you need help in any area below, or are a member of one of the following groups, it may be to your advantage to contact the offices listed. While these offices all keep independent hours, most can be reached during normal business hours (8am - 5pm, Monday - Friday). If you have questions about any of these services, or additional resources for other needs, contact your instructor or Student Services at (425) 564-2222.

- The Writing Lab - (425) 564-2493
- Disabled Student Services - (425) 564-2498
- The Counseling Center - (425) 564-2212
- International Student Services - (425) 564-3185
- Multicultural Services - (425) 564-2208
- Veteran's Affairs - (425) 564-2220
- The Center for Career Connections & the Women's Center - (425) 564-2279
- Early Learning, Family and Childcare Center - (425) 564-2240

## **Class Evaluation**

During the quarter, you will receive instructions on providing feedback about the class you are taking. This evaluation will only take a few moments of your time and is required of you by the college. Final grades will be given to students who complete the class evaluation by the announced due date. Please let your instructor know if you have any questions about this class requirement.