Course Number
DMA290

Course Title
Digital Media Arts Internship

Credits
3

Hours:
1 lecture/180 lab

Co- or Pre-requisite
Coordinator Approval Only

Implementation
Fall 2013

Catalog description:
Work experience at participating animation studios, advertising agencies, design firms, and film and video effects houses.

Is course New, Revised, or Modified? New

Required texts/other materials:
Reliable transportation to the place of business. Other requirements will depend upon the internship.

Revision date: November 2012

Course coordinator: Sarah Sweeney, sweeneys@mccc.edu x3457

Information resources: None.

Other learning resources: Will be determined by individual internship requirements.
Course Competencies/Goals:

The student will be able to:

1. Evaluate potential Internship opportunities and select opportunities that fit their individual goals and skills. (GE Goal 4, MCCC CS Goals D)
2. Develop a résumé and cover letter that presents their experience and their technical skills (GE Goals 1 and 4, MCCC CS Goals A, B and E)
3. Collaborate and work with professionals in their industry and develop future relationships and contacts (GE Goals 1 and 4, MCCC CS Goals A, E and F)
4. Create professional projects using technical skills and concepts acquired through their coursework and through the internship (GE Goal 4, MCCC CS Goals B and E)
5. Analyze their performance during the internship in a written evaluation (GE Goal 1, MCCC CS Goals A and B)

Course-specific General Education Knowledge Goals and Core Skills.

**General Education Knowledge Goals**

Goal 1. Communication. Students will communicate effectively in both speech and writing.

Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**MCCC Core Skills**

Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Goal D. Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Goal F. Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.
Unit I  Preparing for an internship

The student will be able to…
- Identify and evaluate possible internship opportunities (CG1)
- Assess experience and skills and create résumé (CG2)
- Compose cover letter presenting experience and skills that are relevant to the internship (CG2)

Unit II  Working at an internship

The student will be able to…
- Communicate and socialize in a business environment (CG3)
- Develop social and technical skills to help a design or animation team (CG4)
- Organize and schedule parts of design or animation project (CG4)
- Meet deadlines and cooperate with others on their deadlines (CG3)

Unit III  Final Written Report

The student will be able to…
- Describe skills and processes learned (CG5)
- Evaluate strengths and areas for improvement of their job performance (CG5)
- Assess the value of the experience (CG5)
- Analyze the influence on their career path (CG5)

Evaluation of student learning:

Achievement of the course objectives will be evaluated through the use of the following tools:
- Job materials including list of potential internships, résumé & cover letter (CG1, CG2)
- Informal writing in course journal documenting the student’s experience as an intern. (CG2)
- Formal progress review with employer using attached rubric (CG3, CG4)
- Final written report evaluating strengths and areas for improvement in their job performance (CG5)

Project Values/Grade Breakdown

<table>
<thead>
<tr>
<th>The final grade is based on the following values:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Materials (CG1, CG2)</td>
<td>15%</td>
</tr>
<tr>
<td>Course Journal (CG3, CG4)</td>
<td>25%</td>
</tr>
<tr>
<td>Formal progress review with employer (see attached rubric) (CG3, CG4)</td>
<td>25%</td>
</tr>
<tr>
<td>Final written report (CG5)</td>
<td>35%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Academic Integrity Statement:

As per the student handbook, “A student will be guilty of violating academic integrity if he/she (a) knowingly represents the work of others as his/her own, (b) uses or obtains unauthorized assistance in the execution of academic work, or (c) gives fraudulent assistance to another student.” Students should read the Academic Integrity policy in the MCCC Rights and Responsibilities Student Handbook. Academic Dishonesty will result in failure of this course.
## Performance: Circle the appropriate number.

<table>
<thead>
<tr>
<th></th>
<th>Performance: Circle the appropriate number.</th>
<th>Low</th>
<th>Average</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performs assigned tasks on-time.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Quality of work is acceptable to immediate supervisor and the organization.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Ability to anticipate and prevent problems.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Ability to solve problems.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Accepts responsibilities without difficulty.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Performs assignments to utmost ability.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>Is punctual and has good record of attendance.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Possesses sufficient ability and potential to enter the profession.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments (use back if necessary):

## Attitude: Circle the appropriate number.

<table>
<thead>
<tr>
<th></th>
<th>Attitude: Circle the appropriate number.</th>
<th>Low</th>
<th>Average</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Demonstrates an eagerness to assist others on the staff when called upon.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Cooperates with supervisor.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Is willing to accept criticism and respond in a positive way.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Demonstrates a good working relationship with co-workers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Possesses realistic understanding of own abilities and limitations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments (use back if necessary):