

GRA 1413 Professional Development for Designers
Course Syllabus | Spring 2014 | Osceola Campus
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Catalog Course Description. 1 Credit/1 Contact hour

Students will learn basic job-hunting skills, how to prepare a resume, prepare for a job interview, learn to write a cover letter and learn how to develop and present a portfolio.

Supplies or Equipment Needed

- There is no textbook required for this course.
- Access to a computer. It can be a Mac or Windows PS with high-speed Internet access and current Internet browsers. Firefox is recommended for either platform. Mac or PC can use Safari and PC only Internet Explorer. Do not use AOL as it is not compatible with Blackboard• You need installed on your computer - they are free to download if you don't have them already installed on your computer.
 - Flash Player: <http://adobe.com/flashplayer>
 - Acrobat Reader <http://get.adobe.com/reader/>
- Software needed: You will need to create a résumé for this course. You may use MSWord or any program for text creation that you can save in pdf, doc or docx format. Such as Adobe InDesign or Illustrator or QuarkXpress though it is not required that you have any of these programs. If you use any of these design programs you will need to save as a pdf file. Note their native file formats for any of the assignments for this course.

USB Flash drive or firewire device, 1 GB minimum suggested, CDs or other disks for backups of files is recommended especially if you don't have your own personal computer hard drives to save files.

What We Will Doing in this Class

Weekly requirements are described in the Learning Modules (LM) on Blackboard. LMs could include readings, movies or pdf presentations, online searches and either an assignment or assessment and a discussion topic. Those are listed below and detailed in each LM on Blackboard.

- **LM 1: All About You and How to Ace this Course;** We'll get an opportunity to meet each other, learn about our goals and dreams. Requirements in this LM reinforce that you have the tools to be successful in this course.
- **LM 2 - 4: What It Takes in Creative Career;** Learning about our interests, skills and aptitudes are important in our career decision-making. To not only learn about ourselves but also how to work with others.
- **LM 5: Planning Ahead;** Career and Education Goals Activities in this LM help you location resources for your chosen major and develop an educational plan.
- **LM 6: Find That Perfect Job;** Find out about resources available for that internship or job you and what employers are looking for.
- **LM 7: It's Not What You Know It;**
- **LM 8: Show and Tell-Portfolio and Self-Promotion;** Those seeking a creative career can find out how to plan for that and view some incredible examples.
- **LM 9: Hire Me! Résumé;** Don't think you need or have anything to even start a résumé? It you'll get the opportunity to build your own résumé that you'll later be able to continue to add to and revise.
- **LM 10: Final Week, Yay!;** LifeMap Assignment Completed what you found most valuable about this course.

Movies or Presentations

Some Learning Modules will have associated movies/videos or PDFs presentations for your assessments or assignments require that you've viewed them. So make sure you've done that before beginning.

Assignments

Assignments are associated with some Learning Modules. These will involve you completing the requirements, turning in files. All are defined in each Learning Module description and will be accessible in the Link along the Navigation Bar so named.

Assessments

Assessments are associated with some Learning Modules. Each assessment is defined in the Learning Module and will be accessible in the Link along the Navigation Bar so named.

Discussions

General discussion allows you to interact with other students, sharing successes and information. The instructor will participate in the discussion and answer questions when possible though all are encouraged to participate, especially for rhetorical be used as part of the grading criteria for this course. The Discussion area is a good way to post comments and respond to fellow class-learn much from your peers in addition to the coursework. You will receive a grade for your participation in discussions primarily for posting the required response and also for responding to other's postings.

Using Atlas

Students are required to check their Atlas email account on a regular basis for notices. Valencia uses email as the primary means of no-and fees, etc. However, your instructor will answer messages from you or send them to you individually through Blackboard.

Messages (that's what they call email) normally.

You will receive emails from your instructor through Atlas if you are not regularly logging on to Blackboard during the session, for grades below a C notices, as a reply to your email and before the course starts.

Using Blackboard Mail

Once the course is accessible to you and for the remainder of the semester you should expect to communicate with the instructor via Blackboard. This may be through the Discussion option or Blackboard Messages. You will be expected to post ALL general questions in Discussion Blog area. Many times, if one person has a question there are several others that have the same question. Generally you can expect your questions – whether through Messages or the Discussion Blog – to be addressed within 48 hours of the time you've asked your question, during regular business hours (Monday - Friday).

Not getting your messages forwarded from your Atlas or Blackboard accounts?

At times students may experience problems receiving email when their email is forwarded to other email providers (such as yahoo, EarthLink, Gmail, etc.). Some of these providers, with their new improved Spam blockers, are blocking the email from professors when they send information to the whole class (often with attachments). Most recently Yahoo has been rejecting ALL email that is being forwarded. As a result, students are missing important emails from professors or the College. Valencia suggests that you not forward your Atlas email or Blackboard Messages to any other email provider. But, if you feel that you must forward your email please notify - your emails systems anti-spam configuration to allow emails from valenciacollege.edu. Students are responsible for any official communication sent through Atlas or Blackboard Messages.

*NOTE: Valencia is now Valencia College and thus changed their address to **valenciacollege.edu**. Make sure you notify anyone that has your Atlas email address has changed.*

Special Needs Accommodations

Students with disabilities who qualify for academic accommodations must provide notifications from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of the semester. The OSD determines accommodations based on appropriate documentation of disabilities. can be discussed. There are spoken videos of professionals and visuals with details that are required assignments. Your instructor or a representative from OSD will be available to meet with you individually to discuss your individual needs.

Academic Honesty Policy

Students are encouraged to interact with each other online. However, the student who is turning in an assignment or taking an assessment should still do all work. All work turned in under the name of each student is expected to be that of the student. Assessments should be taken in privacy and with you alone answering the questions. Cheating of any sort will not be tolerated. If caught cheating, you will receive a '0' for that requirement and risk withdrawal from the course. Plagiarism or Copyright Infringement is cheating (refer to the Student Handbook). If you are repeating this course from a previous semester be aware that requirements may have changed. You may not use an assignment from a previous semester unless you have received prior permission. If you submit an old assignment without approval it will be considered cheating and will receive a '0' and risk withdrawal from the course.

Attendance and Working Ahead

This course is totally online and you are expected to log on regularly. You are never required to come to campus. However, it is important that you keep up since this is a short session. You may turn in any requirement early since everything is available from the first day of the semester. That's especially valuable if you're out of town or have a heavy work schedule.

College Withdrawal

Policy Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline (check your schedule for that information) will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member may withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

No Show Policy

Due to new requirements by the Florida Dept of Education you so here's what you have to do - it's easy.

1. Log onto the course by the beginning of the semester.
2. Participate in the minimum of Learning Module 1 Discussion Topic. It's real simple. Just answering a few questions about yourself and the option for extra credit by attaching a photo of yourself.

Taking an Online Course

Since this is an online course you will not be coming to campus to take this course. Some see that as an advantage but for others it is not as natural as coming to campus. So what are the perceived pros and cons?

Pros:

1. You have total flexibility to complete the requirements as long as you meet the due dates. You can do them at 11pm in your pajamas. (Though it's not recommended you start that late as it might be impossible to meet)
2. You are saving on the cost of gas and commuting time by not having to travel to campus for a one-hour course.
3. Much of the coursework for an online course requires you to do Internet searches, view videos or presentations and read provided material. You don't need to sit in a class to be able to do that and you'd still have to do homework on your own anyway.
4. Students anywhere in the World can take this course giving especially international or out of town students the opportunity to continue their education even if they must return to their native country or hometown.
5. If you have a work or family situation that mean you risk excessive absences for an in-class courses, as long as you keep up there is no problem. If you can get Internet access you can complete requirements. Most public libraries and other places have computers you can use and of course there are computer on campus in the library or labs.

6. Online interaction is required for graphics, interactive and digital media industries and the more you are experienced in communicating though online the better you will be prepared for this career.

Cons:

1. You have total responsibility to log on to Blackboard, do the reading, watch videos and complete the requirements by the deadline. This is very difficult for some students, especially if you are in college for the first time. Just like in an in-class course, make a schedule to regularly log on and keep your printed schedule accessible - and check it often. Don't get behind.
2. You can't ask the instructor a question face-to-face. However, this isn't really a Con when you realize that you can email your instructor a question at any time. Usually they will be checking Blackboard daily and often even late at night or weekends. You won't get that with seeing an instructor once or twice a week in class. You can also request a Chat if you see the instructor online.
3. You don't get to see instructor or fellow classmates face-to-face. Many of you will be taking a class on campus also. Ask around Discussion topics more than just posting your own required discussion. That way that you make a personal connection with the others students and instructor. Attend a special event - you can earn extra credit in addition to meeting others. Join one of the many clubs (we'll learn about those opportunities in this course, too). You'll learn much about and from your classmates through your networking and socializing.

So, don't use the excuse that it's an online course to not be successful. Take personal responsibility for your success. You'll have lots of other opportunities for in-class courses where you'll get to know your instructors and other classmates.

Grading

The final grade will be determined by grades earned as noted below. You will be graded on a point system, where you are able to earn up to 1000 points for requirements and a possible 40 extra points of extra credit with the possibility of more extra credit being offered at the option of the instructor.

NOTE: Grading is on a point value not a 100% scale, however the final grade will be based on a 100% scale.

- A = 1000 - 900: Exceptional achievement, demonstrated in work of keen understanding and optimal mastery of course competencies. Earned for exemplary work, clearly beyond the requirements.
- B = 899 - 800: High achievement, demonstrated in work of consistent effort, intelligence, and mastery of course competencies.
- C = 799 - 700: Satisfactory completion of course requirements and mastery of essential course competencies.
- D = 699 - 600: Unsatisfactory completion of course requirements.
- F = 599 or less: Failure to perform required work or to master required course material and competencies.

Note: grades are rounded to the closest full point value. For example 699.45 would round up to 700 or a C. Anything between 699.44 and 599.45 would be a D.

Break down of Requirements and Values:

Assessments

- About Course and Using Blackboard 100 pts
- Personality, Interest, Skills 100 pts
- Career and Education Goals 100 pts
- Resources and Job Finding 100 pts
- Networking and Research 100 pts
- Portfolio and Self Promo 100 pts

Assignments

- Résumé 100 pts
- LifeMap 140 pts

Discussion Participation

- About Me 20 pts
- My Type and Passions 20 pts
- Planning Ahead 20 pts
- That Perfect Job 20 pts
- It's Not What You Know 20 pts
- Show and Tell 20 pts
- Rate Your Classmate's Résumé 20 pts
- What I Learned & Where I'm Going.. 20 pts
- TOTAL POSSIBLE POINTS** 1000 pts

Extra Credit Opportunities

- 20 points each (total of 40 pts) can be earned by attending up to 2 different announced or prior approved if not announced, event related to this course, your career or learning within this area. This could include gallery openings, art or media shows, guest speakers, workshops, conferences/conventions, joining a club, etc. To receive credit, send an email with your information about the event including the name, date/time and location and a brief summary of what you learned/gained by attending prior to the deadline posted on the schedule.
- 20 pts for attaching your photo with LM Discussion Topic 1
- 20 pts for joining the Facebook group. Watch for an Announcement with details. Deadline for extra credit is end of semester.

Note: at the discretion of the instructor more extra credit may be offered. This will appear as an Announcement.

Final course grades of "A," "B," "C," "D," or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination may receive a final course grade earned, unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor's course syllabus.

Schedule and Calendars

It is suggested that you print this schedule for your records.

Course Schedule • Spring 2014

Date	Weekly Learning Module	Assignment / Due Date
Jan 06	1	<ol style="list-style-type: none"> 1. Review Week 1 LM 1: All About You and How to Ace this Course 2. View PDF: "Using Blackboard for GRA 1413" 3. View PDF: "Using LifeMap" 4. Participate in Discussion Topic 1: About Me and attach your photo for extra credit, due Jan. 13 <p>NO SHOW: You must participate in LM 1 Discussion Topic, by Jan. 13 otherwise you will be considered a no show and will be withdrawn - no late extension.</p>
Jan 13	2	<ol style="list-style-type: none"> 1. Review Week 2 LM: What it takes in a Creative Career 2. Complete LifeMap Assignment Task. Cumulative Assignment due April 21th, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 1 Assessment-Course Introduction, due Jan. 27
Jan 20	3	<ol style="list-style-type: none"> 1. Continue Week 3 LM: What it takes in a Creative Career <p>No Assignments are due. MLK Holiday. Continue working on Week 2 LM assignments that are due Jan. 27</p>
Jan 27	4	<ol style="list-style-type: none"> 1. Review Week 4 LM: What it takes in a Creative Career-part 2 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 4 Assessment-Personality, Interest & Skills, due Feb. 3 5. Participate in Discussion Topic 2: What it takes in a Creative Career, due Feb. 3
Feb 03	5	<ol style="list-style-type: none"> 1. Review Week 5 LM: Planning Ahead 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 5 Assessment-Career & Education Goals, due Feb. 10 5. Participate in Discussion Topic 3: Planning Ahead, due Feb. 10
Feb 10	6	<ol style="list-style-type: none"> 1. Review Week 6 LM: Find that Perfect Job 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 6 Assessment-Resources, Internship & Job Finding, due Feb. 17 5. Participate in Discussion Topic 4: That Perfect Job, due Feb. 17
Feb 17	7	<ol style="list-style-type: none"> 1. Review Week 7 LM: It's Not What You Know, but Who You Know 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 7 Assessment-Networking & Research, due Feb. 24 5. Participate in Discussion Topic 5: It's Not What You Know, but Who You Know, due Feb. 24
Feb 24	8	<ol style="list-style-type: none"> 1. Review Week 8 LM: Show & Tell 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Complete LM 8 Assessment-Portfolio & Self Promo, due Mar.10 5. Participate in Discussion Topic 6: Show & Tell, due Mar. 10
Mar 3-9		School Closed for Spring Break, No Classes
Mar 10	9	<ol style="list-style-type: none"> 1. Review Week 9 LM: Hire Me! Résumé 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. View PDF: "Resume & Cover Letter Presentation" 5. View PDF: "Student Resume Examples from Previous Semesters" 6. Start LM 9 Assessment-Résumé Assignment Dropbox, due Mar.10 7. Participate in Discussion Topic 7: Rate Your Classmates' Resume, due Mar. 24
Mar 17	10	<ol style="list-style-type: none"> 1. Continue Week 9 LM: Hire Me! Résumé 2. Complete LM 9 Assessment-Résumé Assignment Dropbox, due Mar.24 3. Continue Participate in Discussion Topic 7: Rate Your Classmates' Resume, due Mar. 24
Mar 24	11	<ol style="list-style-type: none"> 1. Review Week 10 LM: Final Week, Yay! 2. Complete LifeMap Assignment Task. Cumulative Assignment due Mar. 31, 2014. 3. View associated Movies, Presentations and Readings 4. Participate in Discussion Topic 8: What I Learned & Where I'm going, due Mar. 31
Mar 31	12	<ol style="list-style-type: none"> 1. Complete and submit Final Cumulative LifeMap Assignment, due Mar. 31, 2014 at Midnight. 2. Final Day to turn in Extra Credit
Apr 07	13	
Apr 14	14	
Apr 21	15	Online grades will be posted during Valencia College Final Exam Week