IMA Practicum
Integrated Media Arts
298, 398, 498

Mon/Wed 1:00 – 2:15 pm
Kepple Hall Room 210
2 – 4 Credits

instructor: Ryan Gibboney
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office hour signup

COURSE DESCRIPTION
Credit option for students who are applying their classroom theory from the department by working on IMA projects on campus or off-campus. Credit hours and level (298, 398 or 498) are dependent upon the extent of the project and will be determined by the professor. Available by permission only.

LEARNING OUTCOMES
The overall goal of this course is to provide students with the opportunity to gain hands-on experience using various technologies and platforms in a research based environment. By the end of this course, the successful student will be able to:

- Take a concept from sketch phase to professionally executed deliverable(s).
- Apply technical knowledge to a real-world client based project.
- Develop their own creative workflow in a deadline driven setting.
- Learn from the creative process and reflect in a changing creative environment.
- Present their research and deliverables in a public setting to clients and peers.

COURSE FORMAT/PLATFORMS *Slack + Google Drive + Moodle*
This semester we will collaborate in person in addition to virtually. Lectures, discussions, work sessions, and critiques will take place both in person and through Zoom. Slack will be utilized for digital collaboration, peer review and feedback outside of class time. Google Drive is used for file sharing during the semester and as an archive for the project once complete. Final assignments will be submitted through Moodle.

ENGAGEMENT POLICY
In our HyFlex environment this semester you have the option to attend class in person, through Zoom synchronously, or through Zoom asynchronous by watching recorded sessions. I hope you are able to regularly engage with this course because learning often happens through our interactions with others. Engagement can take a lot of different forms depending on your circumstances and I will offer varying options for you to engage through Zoom, Slack, and Moodle submissions. Moodle will be the host of all Zoom recordings links. Each recording will be posted with the date of the class. You may use the Activity Completion feature in Moodle to check the Zoom recordings that you have either participated in by attending live or that you have watched at a later time. The base rule is that you need to engage every week in some form, but you can miss the equivalent of one week of class with no effect to your grade. If you need to miss more than that, let me know as soon as possible so we can make arrangements for you to learn the class material outside of that week.

ASSIGNMENTS

Proposal (Monday 2/9) Project Report (Tuesday 5/11) *(portfolio contribution)*
Use the InDesign Project Report template. Please upload your semester long PDF report including your Define, Assess, Research, Design, Deliver phases. You must also include your time tracking which is considered your billable hours on all client work. This includes your class time, meetings with clients, and individual work time.

Partnership Blog/Social Media Posts (Dates are flexible)
Draft a series of project reflections setup that may be selected as posts for the IMA-Studio. info website in addition to the IMA Facebook Page. The posts should be written in a style that represents a day in the life of a designer in the IMA Program. Images, progress sketches, and artwork should be included.

Midterm Reflection/Progress Update (Thursday 3/18)
Upload a reflection outlining your experience during your practicum for the first few weeks. How is the project going? What challenges did you not see coming? In addition to your reflection, upload a progress update that includes sketches, an update from the client(s) that you are working with, some in visual progress or completed layouts. This document should build content to prepare you to present at the end of the semester in addition to developing a project case study.

Case Study/Client Presentation (Thursday 5/6) *(portfolio contribution)*
Upload a final submission with your proposal, your progress check in documents, your midterm reflection and your final design work. Present your final community partner based design work to a public Zoom audience including your community partner, peers, and faculty mentors. Practicum students will all present in one setting. The Case Study template will be updated for each project. One document will be finalized per project. The final case study will also be uploaded to represent the project on the IMA-Studio.info website.

REQUIRED MATERIALS
External Hard Drive or Cloud Storage (preferred): Recommended minimum of 2TB of free disc space – It is your responsibility to back up your work and keep all files organized outside of your Juniata drives/desktop computers. Saving work on the computers in the classroom is not a professional option as the files may be lost and unable to be retrieved.

UN-GRADING POLICY
You may notice that the assignments listed above have no points or percentages. That is because we are working in an agency setting and focusing on mastering design skills. To do this we will complete a project, critique that project, revise the project, and resubmit with suggested changes and a reflection. The work that is submitted at the end of the semester will be portfolio ready.

How ungrading works:
• Students will complete projects to the best of their ability, and adhere to all project objectives, submission requirements, and deadlines.

• For each DRAFT submission, the following class time will be dedicated to receiving feedback from both peers and professor

• Each FINAL submission will be a revised version of the draft submitted prior to receiving feedback. Students will take into consideration what their peers/professor said about their work, and add elements to their project based on these suggestions.

• The goal is to evolve design skills through collaboration, and the willingness to consider multiple perspectives on a project, while also achieving an expected final product.

• A key component of un-grading is student reflection. When a student submits their final work a short paragraph is required in Moodle in the comment section. This will allow students to reflect on how their design skills are evolving due to collaboration with others.

REPRODUCTION OF STUDENT WORK
Juniata College retains a non-exclusive right to reproduce all Integrated Media Arts (IMA) student projects for the purpose of education, publication, promotion, illustration, advertising, and trade in any manner or medium now known or later developed in perpetuity.

COURSE WITHDRAWAL POLICY
Students may withdraw from the course up until noon on the last day of classes this semester. In order to withdraw from the course, you need approval from your advisors.

ACADEMIC INTEGRITY POLICY
All members of the Juniata College community share responsibility for establishing and maintaining appropriate standards of academic honesty and integrity. Using another writer's published or unpublished words and ideas and representing them as your own, without giving credit and acknowledging your source, is an act of academic dishonesty. Juniata's Academic Integrity Policy: https://more.juniata.edu/academics-classes/syllabus-statements/syllabus-statement-2020-21.php

STUDENT ACCESSIBILITY
Juniata is committed to provide equitable access for student learning. To arrange for an accommodation based on a documented medical condition, mental health condition or learning disability (or if you suspect you have one), please contact Patty Klug, Director of Student Accessibility Services, by emailing her at klugp@juniata.edu or calling 814-641-5840. I encourage you to confirm that I have received a copy of your accommodation letter and schedule a time for us to meet to discuss your needs. It is best to submit accommodation requests before the semester begins, although requests can be made at any time during the semester. https://more.juniata.edu/academics-classes/syllabus-statements/syllabus-statement-2020-21.php

COVID-19 SAFETY
Juniata's safety protocols are designed to protect the health and safety of all members of our community. Appropriate social and physical distancing will be maintained in class. Face masks are required in all public spaces on campus, including classrooms. To facilitate contact tracing, students are asked to scan QR codes each time they enter a classroom Students with red or purple access passes may not attend classes in-person (those with red passes must contact the health center, and those with purple passes must contact the Dean of Students office).

TECHNOLOGY
Since we are in a global pandemic, we will not be exchanging paper at all this semester as all students will have access to course materials on Moodle regardless of your method of instruction. Video and audio recordings of class sessions will be part of the classroom activity. The video and audio recording is used for legitimate educational use/purposes and may be made available to all students presently enrolled in the class. For purposes where the recordings will be used in future class session/lectures, any type of identifying information will be adequately removed from the videos.

Practicum Spring 2021 Student Evaluation

Name:

Project Proposal	Midterm Reflection / Progress Update	Partnership Blog / Social Media Post *(Optional submission)*	Project Report (pdf) *(Portfolio Contribution)*	Case Study (pdf) / Client Presentation *(Portfolio Contribution)*	Peer / Self Evaluation
❏ Use the InDesign Project Report template or draft a template with all components in the provided template. ❏ Prepare this proposal to serve as your end of semester Project Report including your Define, Assess, Research, Design, Deliver phases. Prepare a section for time tracking.	❏ Upload a reflection outlining your experience during your practicum for the first few weeks. ❏ Upload a progress update that includes sketches, an update from the client(s) that you are working with, some in visual progress or completed layouts. This document should build content to prepare you to present at the end of the semester in addition to developing a project case study.	❏ Draft a series of project reflections setup that may be selected as posts for the IMA-Studio. info website in addition to the IMA Facebook Page. The posts should be written in a style that represents a day in the life of a designer in the IMA Program. Images, progress sketches, and artwork should be included.	❏ Use the InDesign Project Report template. Draft an initial Project Proposal for the semester. Please upload your semester long PDF report including your Define, Assess, Research, Design, Deliver phases. You must also include your time tracking which is considered your billable hours on all client work. This includes your class time, meetings with clients, and individual work time.	❏ Peers, and faculty mentors. Practicum students will all present in one setting. The Case Study template will be updated for each project. One document will be finalized per project. The final case study will also be uploaded to represent the project on the IMA-Studio.info website. ❏ Present your final community partner based design work to a public Zoom audience including your community partner, peers, and faculty mentors.	❏ Upload your Peer/Self Evaluation form. This document will serve as a key tool for evaluating creative teams. ❏ If you worked individually please upload a end of semester reflection to serve as your self evaluation.
✓ + ✓ ✓ - Excellent Satisfactory Unsatisfactory	✓ + ✓ ✓ - Excellent Satisfactory Unsatisfactory	✓ + ✓ ✓ - Excellent Satisfactory Unsatisfactory	✓ + ✓ ✓ - Excellent Satisfactory Unsatisfactory	✓ + ✓ ✓ - Excellent Satisfactory Unsatisfactory	Complete Incomplete
Comments:	Comments:	Comments:	Comments:	Comments:	Comments:

Letter Grade for Assignments:

A	B	C	D
Complete all of the required submissions with ✓+ grades on each area. A- may be awarded if student contribution is lower than expected in one area.	Complete most of the required submissions with ✓ grades on each area. B- may be awarded if student contribution is lower than expected in one area.	Complete some of the required submissions with ✓- grades on each area. C- may be awarded if student contribution is lower than expected in one area.	Complete minimal required submissions with ✓- grades on each area. D- may be awarded if student contribution is lower than expected in one area.

Project Feedback:

Since the Project Report is the cumulative project for IMA Practicum, it is meant to represent the entire contribution to the semester-long community partnership project. The primary individual evaluation will be placed on the personal Project Report.

✓ + Excellent	✓ Satisfactory	✓- Unsatisfactory
Able to critically assess one's work to identify and present a curated collection of projects that clearly emphasizes individual strengths, a unique perspective on design, and the student's interests in their chosen field. Shows process of work and explains the work well in descriptions.	Able to assess one's work to present a curated collection of projects that emphasizes individual strengths. Utilized the template provided and added some design principles to finalize an individual portfolio. Shows minimal process of work and explains the work in descriptions.	Able to utilize the initial Project Report template provided on Moodle. Did not make any changes on the template to create personal style. Only showcased minimal images of work. Shows no process of work and does not explain the work in any type of description.

Comments:

Class Engagement

In our HyFlex environment this semester you have the option to attend class in person, through Zoom synchronously, or through Zoom asynchronous by watching recorded sessions. Engagement can take a lot of different forms depending on your circumstances and I will offer varying options for you to engage through Zoom, Slack, and Moodle submissions.

✓ + Excellent Exceeds Expectations	✓ Satisfactory Meets Minimum Expectations	✓- Unsatisfactory Does not meet expectations
The student arrives prepared for class (in person, on Zoom, or on Moodle); participates multiple times in class discussion; is responsive to participation and engaged in contributions and comments made by others; contributions are thoughtful and provoke additional comments from others; does not dominate conversation; listens carefully and responds thoughtfully to comments made by others.	The student is present and occasionally engaged (in person, on Zoom, or on Moodle); is taking notes and paying attention most of the time; contributes at least once to class discussion per week; or participates through hand raising, taking notes, doing assignments	The student is physically present but mentally elsewhere; doesn't contribute to conversation; does not engage and is not taking notes when receiving critique from faculty and peers. The student is disruptive, distracting not only losing the opportunity to learn from the course but also impacting their peers ability to learn.

Comments:

Final Cumulative Letter Grade: