



## ART 293 NMA INTERNSHIP

kcc :: new media arts  
2 meetings :: 1/14/14 & 5/6/14 :: 4:15pm-6:00pm :: kopiko 202  
instructor: chris gargiulo :: office: olapa 225  
email: gargiulo@hawaii.edu

### Course Syllabus

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#### COURSE INFO

**ART 293 NMA Internship**  
6 hours lecture/lab per week

*Prerequisite(s): Approval of the Internship entrance portfolio review or acceptance into a NMA AS specialization.*

ART 293 provides supervised work experience in multimedia production with mentorship by a professional in the field. This variable credit course enables students to apply the knowledge and skills acquired in the classroom to the work environment. 3 hours seminar, 55 hours field experience per credit.

*Comment: ART 293 may not be audited. ART 293 is repeatable for a maximum of six credits. Class location is mainly off-site at the internship location. There are two on-campus in-person class meetings with the instructor: 1) Monday, August 26, 10:45am-1:15pm, Kopiko 202; and 2) Monday, December 9, 10:45am-1:15pm, Kopiko 202.*

#### COURSE OBJECTIVES/COMPETENCIES

**Upon successful completion of ART 293V, the student should be able to:**

- Develop skills and support materials for procurement of internship in the field of New Media.
- Apply knowledge of the theory, history, and principles of design and animation in the creation new media art.
- Apply successful problem-solving skills utilizing industry standard applications, technologies, and techniques in the creative and technical production process.
- Communicate effectively, both visually and verbally, by presenting work, defending design decisions, and by participating as an active critic during group critiques.

#### COURSE CONTENT

The general framework for this course is determined by the process of finding an internship job and logging the required number of hours. There are two primary phases to the course:

1. **The Search** (ie. finding and securing an internship)
2. **The Internship** (ie. working/logging hours at the internship).

The course consists of two face-to-face meetings with the instructor: once in the beginning of the semester and once at the end. The first is an overview of the class and all deliverables. Students then work independently to find and secure their own internships. Students first put together a resume, cover letter,

and a simple portfolio or demo reel of work that they will then use to apply for internships. Students then search for, apply, interview, and follow-up (accept/decline/thank) with each internship location that they contact. Once an internship is secured, they must complete 165 total hours of field experience (55 hours per credit).

Most of this course takes place off-site at the internship location. All students are responsible for logging their hours and completing all required forms and paperwork. Forms include: a Student Internship Study Plan and Contract, a Risk and Release of Liability form, three Progress Reports, and a final Evaluation form. Additional coursework includes reading assignments and a final written/designed Internship Brief (a reflective and summation of the internship experience) which is presented at the final face-to-face class meeting at the end of the semester.

Topics addressed and content:

- Effective interviewing skills
- Development of a resume, cover letter and portfolio for internship procurement
- Development of a student internship study plan and contract with the internship location
- Apply design concepts and processes to the production of multimedia work in the field
- Learn about tracking tasks and time-management in multimedia production via progress reports
- Learn about the multi-media industry process and technology through field experience
- Course readings on related topics and blog responses.
- Participate as an active team member in class and in the workplace
- Reflection of internship experience
- Mentorship or supervision in the creation of work by a professional in the field

## TEXTS

There are no required texts for this course. Readings will be supplied by the instructor on a week to week basis, in either paper handout form or online.

Recommended, but not required texts:

- **Gardner's Guide to Internships in New Media 2004: Computer Graphics, Animation, Multi-media. Second Edition.**  
*by Garth Gardner (Gardner's Guide series).*  
Garth Gardner Company, 2004, 9781589650084.
- **The Intern Files: How to Get, Keep, and Make the Most of Your Internship**  
*by Jamie Fedorko, Dwight Allott.*  
Simon Spotlight Entertainment, 2006, 1416909214

## MATERIALS

All students are required to have hosting space to post their assignments, internship documentation, and ultimately their final presentation. Students are required to purchase a hosting plan with a third party hosting provider. Past students have purchased hosting plans from hosting providers such as Bluehost and GoDaddy (these are just a few of many hosting providers available). Plans should include ample disk space (ie. more than 2GB or unlimited), support for CGI, PHP, and MySQL, multiple domain hosting (to host more than one site), one-click install/support for popular CMS options (Wordpress, Joomla, Drupal, etc), and a low, competitive price (an example rate is around \$3-\$5/month – this is subject to change based upon current trends for hosting prices).

Additional materials may include an external hard drive or thumbnail drive with a minimum capacity of 4 GB.

## INSTRUCTOR'S EXPECTATION:

Attendance and online class participation are important to succeed in this course. It is essential that you attend both face-to-face class meetings, arrive promptly, and remain for the full duration of the scheduled class periods. Time outside of class and at your internship location is required in order to meet the requirements of the class. All assignments are due by posting them online by the specified due date/time as specified on course schedule.

Please use the Lulima's online discussion feature for general questions that may benefit others or that others can answer (instead of email), and Lulima's private messages feature, as necessary.

## METHOD OF INSTRUCTION

The method of instruction will include individual feedback/instruction, lectures, demonstrations, class discussions, and critiques.

## METHOD OF EVALUATION & GRADING POLICY:

The methods of evaluation used in this course are broken down as follows:

<b>Assignments</b>	<b>20%</b>
<b>Field experience &amp; supervisor evaluation</b>	<b>40%</b>
<b>Oral Presentation</b>	<b>20%</b>
<b>Group Discussions</b>	<b>20%</b>
<b>TOTAL</b>	<b>100%</b>

Students will be expected to participate as active class members. This includes attending all classes; meeting all project deadlines; completing production time outside of class and in the lab environment; and participating as dependable team members. During critiques, all students are required to participate as both presenters and critics.

Grading is based on projects and class participation during critiques and online. It is the responsibility of the student to take notes, plan accordingly, and turn in completed assignments on the due dates. Missing a deadline will result in a point reduction equivalent to a full letter grade, unless there is a valid medical reason or a family emergency. Class Participation is calculated based upon a student's participation during critiques and online via Lulima in the discussion area. Projects may be revised and turned in again for re-grading.

Five major components of the class are worth 100 points each, with a total of 500 points for the course grade. The 500 Points for the final course grade can be broken down as follows:

<b>500 Point Course Grading System</b>	
All Grades are available throughout the semester via Lulima	
<b>Phase I: The Search (Finding an Internship – approx. 25 hours)</b> <ul style="list-style-type: none"> <li>Resume (25 Points)</li> <li>Cover Letter (25 Points)</li> <li>PDF Portfolio or Demo Reel (50 Points)</li> </ul>	100 Points
<b>Phase II: The Internship (Forms &amp; Logging Hours – approx. 140 hours)</b> <ul style="list-style-type: none"> <li>Internship Plan and Contract (40 Points)</li> <li>Risk and Release of Liability Paperwork (30 Points)</li> <li>Progress Report #1 (30 Points)</li> <li>Progress Report #2 (30 Points)</li> <li>Progress Report #3 (30 Points)</li> <li>Final Evaluation Form (40 Points)</li> </ul>	200 Points
<b>Final Presentation</b> <ul style="list-style-type: none"> <li>Posted online, Presented at the Final Face-to-Face Meeting</li> </ul>	100 Points
<b>Class Participation</b> <ul style="list-style-type: none"> <li>Participation online via Lulima and at the Final Critique</li> </ul>	100 Points

<b>TOTAL</b>	<b>500 Points</b>
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Dividing the total 500 points by 5 will yield a more legible final course letter grade, dictated as follows:

A	90-100	B	80-89	C	70-79	D	60-69	F	59-0
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## SPECIAL STUDENT SERVICES

If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability so that we may coordinate the accommodations you need, you are invited to contact the Disability Support Services Office in `Ilima 107, ph.734-9552 , or email kapdss@hawaii.edu for assistance. For students whose primary disability is Deaf or hard of hearing, contact the KCC Deaf Center in Manono 102, ph. 734-9210 (V) or 447-1379 (videophone).

## STUDENT CONDUCT CODE

A college campus is a community with specific behavior expectations designed to allow all students, faculty, and staff to flourish. Please familiarize yourself with KCC's Student Conduct Code in the course catalog. You should know your rights and responsibilities on campus. The Student Conduct Code describes specific campus policies related to: drug and alcohol use, smoking, lethal weapons, sexual harassment and sexual assault, academic honesty, nondiscrimination, and family privacy.

In all campus environments, Disruptive Behavior will not be tolerated. This means: any speech or action that (1) is disrespectful, offensive, and/or threatening; (2) interferes with the learning activities of other students; (3) impedes the delivery of college services; and/or (4) has a negative impact in any learning environment.

## THIS CLASS IS A "SAFE ZONE"

Discriminatory or rude comments of any kind, particularly regarding gender, ethnicity, sexual orientation, or religion, will not be tolerated.

## SCHEDULE

Throughout the semester students will find their own internships and log their hours according to the following format designed to resemble the real-world job search process:

1. **Phase I: The Search (Weeks 1-4)**
  - o *Preparing for the Search & Securing an Internship*
    - a. What is an ideal internship and how does one find one?
    - b. Key Deliverables: Resume, Cover Letter, & PDF Portfolio or Demo Reel
2. **Phase II: The Internship (Weeks 5-16):**
  - o *Working and logging hours at your internship location.*
    - a. Once an internship is secured, students must fill out all and sign required forms and log their hours. Total hours
    - b. Key Deliverables: Student Internship Study Plan and Contract, Risk and Release of Liability Paperwork, Progress Report #1, Progress Report #2, Progress Report #3, and the final Evaluation Form.
3. **Final Face-to-face Class Meeting (Week 17)**
  - o *Final Presentations*
    - a. Reflecting upon your internship experience and sharing your experience with others.
    - b. Key Deliverable: Final Presentation

Week-by-week schedule:

- **Week 1: Intro to the Course at the First Face-to-face Class Meeting**
- **Weeks 2-4: Finding & Securing an Internship**
- **Weeks 5-16: Working at Your Internship Location**
- **Week 17: Final Presentation at the Final Face-to-face Class Meeting**

## **OFFICE HOURS**

Office hours are held in the computer labs, not at my office. They are operated on a first-come-first-served basis and organized via a sign-up sheet on the whiteboard at the beginning of office hours.

This semester my office hours are:

- Wednesdays 11am-1pm in Kopiko 202

## **EMERGENCY CONTACT**

In the case of an emergency or if you are unable to get a hold of the instructor and have already tried contacting Chris via phone (808-734-9707) and email ([gargiulo@hawaii.edu](mailto:gargiulo@hawaii.edu)), you can next contact the Arts & Humanities department chair, Colette Higgins, by phone (808-734-9282) or email ([chiggins@hawaii.edu](mailto:chiggins@hawaii.edu)).