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Course Syllabus

NTM 4860—Business/Multimedia Technologies Internship and Capstone Project

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Office Hours: Tu/Th 1:30 - 3:00 pm, Wednesday 9:30 - 11:30 am

COURSE DESCRIPTION:

Student works in a business/multimedia technologies environment. The student fulfills at least four objectives for the internship and three objectives for a major capstone project that has been approved by a business/organization supervisor and a faculty advisor.

JOBS FOR INTERNSHIP:

Students will need to find a job that will allow them to incorporate the multimedia/web design concepts and technology that they have learned in the courses of the business multimedia major. Many students are currently employed in a company in which they are responsible for completing multimedia tasks/projects. Therefore, they are able to use their current job for the internship. If you are looking for a job to meet the requirements of the internship, consider the following:

1. Review emails from the department secretary/faculty providing announcements of multimedia/web design job openings. To get on this email list, call the department secretary (Angie) at 801-626-6059.
2. Contact Karen Doutré who is the COAST career advisor. You can email her at ksdoutr@weber.edu (<mailto:ksdoutr@weber.edu>). Her office is in the ET Building (ET 118) and her phone number is 801-626-6877
3. Attend the Student Job Fair and/or WSU Career Fair. Information on these events can be found on the Career Services website at: <http://www.weber.edu/careerservices/finding-a-job.html> (<http://www.weber.edu/careerservices/finding-a-job.html>). Bring your resume and take the opportunity to talk with potential employers.
4. Access online job listings such as: <http://www.ksl.com/jobs> (<http://www.ksl.com/jobs>) and <http://jobs.utah.gov/> (<http://jobs.utah.gov/>)

LEARNING OUTCOMES AND OBJECTIVES:

The main outcome of the business/multimedia internship is that students will gain on-the-job work experience in the field of multimedia and web design. Four internship objectives and three capstone project objectives are established with the approval of both the intern supervisor and the faculty advisory.

For completion of the internship, students must work a total minimum number of 200 hours.

A minimum of 150 clock hours is required for completion of the internship. An additional 50 hours goes toward completion of a capstone project. This needs to be a major project that incorporates several multimedia technologies (i.e., graphics, animation, video/audio, digital publishing, web design). You need to be given total or partial responsibility for the project depending on the magnitude of the project.

As a result of this internship experience, students will be able to:

1. apply knowledge and skills gained in the classroom to real-world multimedia projects.
2. produce quality work that meets the standards of the industry as well as the expectations of your supervisor and clients.
3. troubleshoot and solve problems that come up during the completion of a multimedia project.
4. stay on task, use time effectively, and work efficiently in order to meet project deadlines and produce an acceptable amount of work daily.
5. apply appropriate workplace behaviors relating to ethics, dependability, perseverance, and cooperation.
6. communicate effectively (orally and in writing) with a variety of people including your supervisor, coworkers/design team, and customers/clients who represent different backgrounds and cultures.
7. grasp new ideas and methods on your own with minimal input from supervisor.
8. listen to feedback/criticism from your supervisor and clients and take the appropriate action to meet their expectations.

ASSIGNMENTS:

The following assignments will need to be completed in order to fulfill the requirements of the internship. These assignments are set up on Canvas including the instructions, attached samples, and the due date.

1. **Meetings:** Meet separately with your company supervisor and faculty advisor to discuss and plan four job-related objectives and three project-related objectives.
2. **Approval Form with Signatures:** Fill out the Internship Approval Form and then obtain signatures showing approval of the objectives from both the intern supervisor and the faculty advisor.
3. **Daily Log:** Complete a daily log of work-related activities for use in preparing progress reports and final internship report.
4. **Calendar:** Keep a calendar of hours worked each day on each objective by entering work data in an Excel spreadsheet.
5. **Progress Reports:** Send in progress reports bi-weekly (every two weeks) during the semester indicating work activities relating to seven objectives.
6. **Final Report:** Write a final report summarizing efforts in completing established objectives of the internship and capstone project.
7. **On-site Visit:** Lead an on-site visit with faculty advisor and company supervisor.
8. **Evaluation Forms:** Have your job supervisor complete the Employee Evaluation at the end of the internship experience. You should also complete the Student Evaluation

Form.

GRADE CRITERIA

The final grade will consist of the following parts. See the Canvas grade book for points earned on these assignments.

Meetings and approval form, 7 objectives	100
Bi-weekly progress reports with daily log and calendar	100
On-site visit	100
Final report	200
Completion of objectives/quality of work	
Total hours worked (minimum of 150 internship hours and 50 capstone project hours)	500
Total Points	1,000

Date	Details	
Fri Apr 24, 2015	Completion of Objectives/Total Hours Worked (https://weber.instructure.com/courses/371157/assignments/2291752)	5pm
Thu Sep 3, 2015	Course Orientation Meeting (https://weber.instructure.com/courses/371157/assignments/2291753)	10:30am
Fri Sep 11, 2015	Meetings/Approval Formhttps://weber.instructure.com/courses/354004/assignments/1980863/edit#(https://weber.instructure.com/courses/371157/assignments/2291742)	5pm
Fri Sep 25, 2015	Progress Report1 (https://weber.instructure.com/courses/371157/assignments/2291743)	11:59pm
Fri Oct 9, 2015	Progress Report2 (https://weber.instructure.com/courses/371157/assignments/2291744)	11:59pm
Mon Oct 26, 2015	Progress Report3 (https://weber.instructure.com/courses/371157/assignments/2291745)	11:59pm
Fri Nov 13, 2015	Progress Report4 (https://weber.instructure.com/courses/371157/assignments/2291746)	11:59pm
Fri Nov 27, 2015	Progress Report5 (https://weber.instructure.com/courses/371157/assignments/2291747)	11:59pm
Fri Dec 11, 2015	Evaluation forms (https://weber.instructure.com/courses/371157/assignments/2291750)	5pm
	Final Report (https://weber.instructure.com/courses/371157/assignments/2291748)	5pm
	Onsite Visit (https://weber.instructure.com/courses/371157/assignments/2291749)	5pm
	Additional Progress Reports as Needed (https://weber.instructure.com/courses/371157/assignments/2291754)	