

The Art Institute of CaliforniaSM - San Diego

Course Syllabus

Course Number: WDM4413
Course Title: Professional Practice for Multimedia
Catalog Description: A practical examination of business for creative professionals. Topics include client relations, project management and business practices.
Prerequisites: permission of Academic Director
Course Day and Time: Fridays 8:00 - 12:00, Room 159
Session/Year: Fall 2010
Instructor Name: Corey Fayman
Contact Information: cfayman@aii.edu
Skype: cfayman

Availability Out of Class: I will be available for questions immediately after class and during breaks. I will respond within 24 hours to emails sent to the above address. You may also contact me for chat/conferencing through the Skype address above. I will also have web office hours on Mondays from 1:00 p.m. – 3:00 p.m. at <http://my.dimdim.com/cfayman>

Course Length: 11 Weeks
Contact Hours: 44 Hours
 Lecture: 22 Hours
 Lab: 22 Hours
Credit Values: 3 Credits

Course Competencies: Upon successful completion of this course, the student should be able to:

- Create a design document for portfolio project
- Understand basic sub-contracting and free-lance contractual agreements.
- Create identity materials for self-promotion including business cards, letterhead and resume.
- Professionally present portfolio to prospective employers
- Effectively communicate with prospective employers

Required Text(s): None

Materials and Supplies: Students are required to supply their own external storage media

Estimated Homework Hours: 4 Hours per week minimum

Technology Needed: Internet Access, Microsoft Word

Point Values:

Assignment	Points Available	Points Earned	Percentage of Final Grade	Percentage Earned
Class Exercises and Homework	100		10	
Professional Identity Documents	100		20	
RFP Proposal and Presentation	100		40	
Final Contract	100		20	
Punctuality and Professionalism	100		10	
TOTAL	500		100	

Course Policies:

Food and drink are not allowed in any computer lab.

Lab time will be made available during some classes for students to work on homework assignments and projects. Students are required to stay in class during this time and will not be excused from class because they have not brought work with them, don't like to use a Mac (or PC), can't be creative in the classroom environment, don't have the right font with them, etc., etc. In the professional business world, you will often have to work under conditions that are less than ideal for being creative. Now is a good time to learn how to work under any conditions.

Punctuality and Professionalism evaluation is based on three criteria:

- Students do not leave early and remain in class until they have been dismissed by the instructor
- Students return to classroom on time after breaks
- Students participate in class activities and assignments when required, rather than surfing the Internet, instant messaging, emailing, eating or engaging in any other non-class related entertainment or activity

Scores for individual assignments will be provided to the student within two weeks of assignment completion.

Website: Students may access course materials, assignments and a record of their scores through the course website at <http://www.coreyfayman.com/teaching/wdm4413>. Students who miss a class should check the course website in order to keep up with course assignments.

Course Calendar Outline

- Week 1:** **Assignments Due:** None
Lecture: Introduction to course and course requirements. Overview of the contracting and production process. Course project options.
Activities: Group activity – Career Options, Job Search Strategies and Resources. Review Identity Documents assignment.
Lab: Begin work on Identity Documents.
Assignments Due next class: Identity documents v1. Homework Exercise 1.
- Week 2:** **Assignments Due:** Identity Documents v1. Homework Exercise 1.
Lecture: Finding your client or potential employer. Applications and Interviews. Collecting strategic data. Educating your client or employer.
Activities: Creating a client/employer questionnaire. Online Tools Review 1.
Lab: Continue work on Identity Documents
Assignments Due next class: Identity Documents V2. Homework Exercise 2.
- Week 3:** **Assignments Due:** Identity Documents V2. Homework Exercise 2.
Lecture: Creating a design proposal. Types of clients and client expectations. Collecting project data. Turning talk into a proposal. Introduction to the RFP. Understanding client goals.
Activities: Webquest and Group Discussion. Online Tools Review 2.
Lab: Begin work on design proposal and comps.
Assignments Due next class: Work on Design Proposal and Presentation. Homework Exercise 3.
- Week 4:** **Assignments Due:** Work on Design Proposal/Presentation. Homework Exercise 3.
Lecture: Presentations and Meetings (live and online)
Activities: Online Tools Review 3.
Lab: Continue work on Design Proposal and Presentation
Assignments Due next class: Design Proposal and Presentation. Homework Exercise 4.
- Week 5:** **Assignments Due:** Work on Design Proposal/Presentation. Homework Exercise 4.
Lecture: Presentations and Meetings (live and online)
Activities: Online Tools Review 3.
Lab: Continue work on Design Proposal and Presentation
Assignments Due next class: Design Proposal/Presentation.
- Week 6:** **Assignments Due:** Design Proposal and Presentation.
Lecture: Estimating costs. Building a price quote. Outsourcing.
Activities: Webquest/Discussion – cost traps and concerns.
Lab: Work on Time/Cost Estimate.
Assignments Due next class: Work on Time/Cost Estimate. Homework Exercise 5.
- Week 7:** **Assignments Due:** Work on Time/Cost Estimate. Homework Exercise 5.
Lecture: Project Management Tools.
Activities: Setting up a time and resources tracking system.
Lab: Work on Time/Cost Estimate
Assignments Due next class: Time/Cost Estimate.

- Week 8:** No class, Thanksgiving Holiday
- Week 9:** **Assignments Due:** Time/Cost Estimate. Work on Final Contract.
Lecture: Ownership Structures. Taxes and permits.
Activities: Doing your taxes. Documenting real income and expenses.
Lab: Work on Final Contract.
Assignments Due next class: Work on Final Contract.
- Week 10:** **Assignments Due:** Final Contract (graduates).
Lecture: Entrepreneur vs Contractor vs Employee.
Activities: Review and assess final contracts.
Lab: Work on Final Contract.
Assignments Due next class: Work on Final Contract.
- Week 11:** **Assignments Due:** Final Contract (non-grads)
Lecture: None
Activities: Review and assess final contracts.
Lab: Finish work on final contract.
Assignments Due next class: Revisions and make-up work.

Project and Assignment Descriptions: The instructor will provide assignment details including required elements, point values and a breakdown for how the assignment will be graded.

Art Institute of California Polices

Grading Scale: Grades on individual assignments and for the course will be calculated as follows:

A	93 -100 %
A-	90 - 92 %
B+	87 - 89 %
B	83 - 86 %
B-	80 - 82 %
C+	77 - 79 %
C	73 - 76 %
C-	70 - 72 %
D+	67 - 69 %
D	65 - 66 %
F	64 % or below

Academic Honesty Statement: The Art Institute of California- San Diego considers academic honesty to be one of its highest values. Students are expected to maintain the highest standards of academic honesty while pursuing their studies at The Art Institute of California- San Diego. Academic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks. Any student who is found to have violated this policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal from school.

Academic Assistance: Information on Workshops and Learning Lab tutoring hours is available in room 233, Academic Advising, and throughout the classrooms.

SCHEDULE ADJUSTMENT PERIOD

The Schedule Adjustment period begins on Monday of week one and concludes at the end of the first class day of week two. During this time students may add or drop courses, or change sections. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment period will be withdrawn from school.

Add/Drop/Withdrawal Policies:

- The add/drop period begins on the Monday of week 1 and concludes at the end of the 1st class day of week 2. Students may drop and/or add classes or change sections without penalty during this time frame. These course transactions are not reflected on the student's transcripts. Following this, **students must see their Academic Advisor or Academic Director to request a Change of Enrollment Status form to add or drop a class.**
- **Last Day to Add/Drop:** Monday, October 11, 2010 by 5:00 p.m.
- Students may withdraw from classes until 5:00 p.m. on the Friday of the ninth week of the quarter. They will receive a grade of "W," which does not affect their GPA. However, the course will be shown as a "withdrawal" on their transcripts. The student will have to pay for the class and the withdrawal does adversely affect their graduation date and Incremental Completion Rate (ICR). Students can be terminated if the ICR falls below acceptable levels. **Students must see their Academic Advisor or Academic Director to request a Change of Enrollment Status form to withdraw from a class.**
- **Last Day to Withdraw from Classes with a "W":** Friday, December 3, 2010 by 5:00 p.m.

IMPORTANT NOTE: ALL COURSE WITHDRAWALS REQUIRE THE INSTRUCTOR'S SIGNATURE BEFORE OTHER DEPARTMENTAL SIGNATURES CAN BE OBTAINED

Attendance: You are expected to attend all classes on time as scheduled throughout the quarter. If you are absent, the number of hours you missed will be recorded. If you come late to class or leave early, your absence will be counted in 15-minute increments. This absence accumulates towards total absenteeism on a student's quarterly record. It is your responsibility to keep track of your attendance. You may ask the Registrar's Office for an Attendance Snapshot at any time. **There are no excused absences. All missed class time must be recorded as such. If you do not attend any classes for fourteen (14) consecutive calendar days, you will be withdrawn from school.**

Instructors use the following chart for reducing final grades due to excessive cumulative absences:

CLASSES MISSED	HOURS MISSED	% CLASS TIME	EFFECT ON FINAL GRADE
2	8	18	Reduction by one letter grade
3	12	27	Reduction by two letter grades
More than 3	More than 12	More than 27	F Grade

General Student Conduct: The Art Institute of California—San Diego expects its students and employees to conduct themselves in a professional manner at all times. The Art Institute students are generally men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they will conduct themselves during the educational processes in the same manner as will be expected in an employment situation. All students or employees are encouraged to report any unprofessional or offensive behavior to the Dean of Student Affairs. Any student who is found to have violated conduct policies as stated in the student handbook is subject to disciplinary sanctions up to and including suspension or permanent dismissal from school.

Disability Statement: The Art Institutes provide accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institutes. The Art Institutes are committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Disability Services Coordinator in the Student Affairs office.

Policy On Open Computers In The Classroom: In order to prepare students for the competitive job market, The Art Institutes have computer labs to support the delivery of academic programs and to support students in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unoccupied computers may be accessed during normal hours of operation whether or not a scheduled class is in session.

The student must wait 30 minutes after the start of the scheduled class to ensure that unoccupied computers are available for class members who may show up late. The student should enter the class quietly, find an open computer and get to work without disturbing the instructor. The student is expected to work independently and not disrupt the class in session. An instructor may ask non-class members to leave if their conduct becomes disruptive. In addition, the student may not scan or print, as these peripherals are reserved for the class in session.