ARTS and COMMUNICATION PRACTICUM
Arts and Communication Department

Spring 2024

ART 230 Y1 24579

Modality: Synchronous

Monday 12:00-12:50pm

Professor Martin Dominguez
Instructors' College Email: martindominguez@sunyorange.edu
Phone# (845)234-5915
Office Hours/ Policies: by appointment via Zoom

Synchronous format
Join Zoom Meeting https://us02web.zoom.us/j/81737510394

Remote learning integrates synchronous instruction at the designated day and time. Due date and deadlines will be made available on Brightspace. Please Note, to participate in the class, students will need to use a device with a microphone and camera. We will be meeting virtually on Zoom (during the scheduled days/times for this course) to review materials and check ins, you will complete work independently in Brightspace. You may need to participate in live Zoom sessions with video connection during our assigned class meeting days & times (these are considered important especially if you are struggling). We will also meet individually for me to give you feed back.

Catalog Description
ART 230 Y2 lect., 3 labs., 2 cr. (Fall/Spring/Summer) Students develop and complete individual projects/internships in music, art, graphic design, communication, media and theatre. Projects may be performed on campus or by arrangement in community facilities. The course includes a lecture component which involves portfolio building, presentation, and marketing. (GE 8) Students may repeat this course for a total of four credits. Prerequisite: 2.0 GPA, permission of instructor and or Department chair

Relationship to Programs
This course may be applicable to several programs. Consult your advisor and refer to the SUNY Orange catalog which contains additional information relating to this course and your program to ensure that this class is applicable to your chosen program of study. Students who have concerns about their academic performance in a course should consult with their instructor, according to Academic Policies & Procedures which can be found in the Student Handbook: http://www.sunyorange.edu/studentactivities/publications.html Students are responsible for following all policies and procedures in the college catalog especially the SUNY Orange Student Code of Conduct included in this document on pages and the Student Rights and Responsibilities Information Booklet.

Changes in procedures or requirements described in this document may be announced by the instructor at any time.

Instructional Materials
Computer
Access to a digital camera, digital storage device, Google docs, word, or Adobe illustrator.

Diversity and Inclusion
"To engage learners in an environment that develops their knowledge and skills in critical thinking, information and technology, literacy, effective communication and enhances their awareness of civic responsibility and cultural diversity". (College Goals)

Student Learning Outcomes
A student who successfully completes this course can:
- Provide a record of job skills obtained in an employment situation
- Provide a record of learning experiences obtained in an employment situation
- Describe and demonstrate how the practicum experience serves as a bridge from academia to the workplace
- Prepare and present a discipline specific portfolio documenting the practicum experience, student's work and or other student accomplishments
- Demonstrate effective interviewing and self-marketing skills for future employment.

Types of Assessments:
Consistent, participatory attendance is mandatory. Students will attend class consistently prepared to discuss examples of their work. Please read the Attendance policy very carefully since excessive absence will impact (lower) your grade.

Portfolio, documents (draft and final) of cover letter, resume, artist's statement, elevator pitch, class presentations, mock-interviews and 45 hours of on-site work (location will be established cooperatively between instructor and student). "Live" online (digital version of "physical" portfolio).

Final Presentation. Students are required to post a link for your online portfolio and offer a 100-word summary of their response to that work.

Grading System
Students will be graded by their PRACTICUM INSTRUCTOR with input from the site supervisor. Grades are based on the following criteria:

Attendance on campus and or online; lecture/class/Brightspace Forum Discussions and final portfolios – 25%

Completion of 45 hours of on-site work, submission of required mid-term and final evaluation forms filled out by the site supervisor, and regular submission of detailed work logs – 75%

The grading system to the left will be used in this class. The grading system to the right is used to evaluate the context of your final grades here at SUNY Orange and in consideration of transfer. Your CQPA will be calculated using those values. Attendance does impact your grade. Excessive absence will lower your grade. Please read the attendance policy for this class.

A+ = is not issued at SUNY Orange
A = 92 or above   A = 4.00
A- = 90-91   A- = 3.67
B+ = 88-89   B+ = 3.33
B = 82-87   B = 3.00
B- = 80-81   B- = 2.67
C+ = 78-79   C+ = 2.33
C = 72-77   C = 2.0 0 C or higher denotes good academic standing
C- = 70-71   C- = 1.67 C- or lower is less than satisfactory academically
D+ = 68-69   D+ = 1.33
D = 62-67   D = 1.00
D- = 60-61   D- = 0.67
F = 59 or below   F = 0

**Students must complete and submit all components and assignments in order to pass this course.
**Assignments not completed and handed in by the scheduled due date will be reduced one letter grade for each class period the assignment is late. The grade ZF (or ZDF for developmental courses and support modules or ZPF for pass/fail courses) will be assigned to students who stop attending before the end of the 10th week of the semester or its equivalent and do not withdraw themselves or receive an instructor withdrawal. A ZF grade will be calculated the same as an F on a transcript. The reason for this change was due to changes in Federal regulations regarding attendance reporting. "Mid-semester Grades: Instructors must submit, for all students whose work is of less than "C" quality, mid-semester progress reports indicating that progress to date has been unsatisfactory.

Make-up Policy

There will be NO makeup classes or assignment extensions given unless previous arrangements have been made with the professor or official verification of illness is provided.
Make-up for Cancelled Classes: In the event that classes are cancelled due to inclement weather or other unanticipated events, instructors will notify students how and when instruction time will be made up, as appropriate.

Attendance Policy

Since this communication and presentation course is participatory, it is impossible to get the true content of missed classes through another student's notes. In order to function and interact independently and as a group, attendance must be maintained. Students are expected to attend class consistently. Excessive absence without discussion with the professor or written verification of illness, etc., will result in a reduction of the student's grade. More than two absences will be considered excessive. In the event of excessive absences from class, the student's final grade will be lowered by one full letter grade for every absence over two. Further, when a student is absent from class it is the student's responsibility to obtain class notes and handouts from a classmate. Students may be withdrawn from this course for excessive absence. Instructors shall not penalize students for absences for religious observance, military obligations or jury duty. You should inform the instructor when you anticipate an absence for any of these reasons so that

arrangements can be made for make-up examinations or other work; however, arrangements to make up missing work, tests, etc. must be made with the professor in advance. If illness, accident or similar circumstance makes it impossible for a student to attend classes for three or more consecutive days, it is the responsibility of the student to notify the Office of Records and Registration at once and to contact the instructor for missed work.

Religious Observance
Students will not be penalized for religious observance, military obligations, or jury duty. You should inform your instructor in anticipation of such absence so that arrangements can be made for any missed work.

Tardiness
Arriving late to class/Zoom (when necessary) is disruptive. Class assignments, and deadlines are fixed do not be late. Students who are late will be marked absent. Excessive absences will result in grade reduction of one-half letter grade for everyone absence over two. IT IS THE REPOSIBILITY OF THE LATE STUDENT TO VERIFY (TO THE PROFESSOR) THEIR ATTENDANCE AFTER CLASS so the absence can be posted as tardy. Excessive tardiness will result in grade reduction of one letter grade per late attendance exceeding two.

Spring 2024 In-Person Learning Requirements: Masking, Vaccination and Booster Policies.
a. Masking: SUNY Orange endorses a "mask optional" atmosphere for on-campus classes, events, and activities. The College supports an individual's choice to mask in any space for any reason and strongly endorses an "I Mask, Don't Ask" College environment. Should local conditions dictate, the College may need to return to mandatory indoor masking to protect the health and safety of our College community.

Official Withdrawal from a Course
When a student finds it necessary to withdraw from one or more courses, they must submit an Add/Drop Form with appropriate signatures by the end of the 12th week or its equivalent (see Registration Calendar). A student who officially withdraws from a course between the 4th and 12th weeks or their equivalent will have the course appear on his/her transcript with a grade of W. A student who officially withdraws from a course between the 4th and 12th weeks or their equivalent will have the course appear on his/her transcript with a grade of W. For more information, visit https://sunyorange.edu/registrar/index.html or email: registrar@sunyorange.edu
For a student to withdraw from a developmental reading or writing course he or she must receive approval from the appropriate Associate Vice President in Academic Affairs (or designee). The form is submitted to the Registrar for placement in the student's academic file. The same applies to a student to withdraw from a developmental math course after having attempted 24 non-developmental credits.

This course is designed to cover an extraordinary amount of work. To accomplish the task effectively, we must all cooperate. Students are invited to offer observations, ask questions germane to the afternoon's lecture and share insights throughout the semester. Disruptive behavior will not be tolerated and students who engage in such behavior will be directed to leave the class. Since you are working remotely, find an appropriate place to listen to lectures and answer discussions. If a student misses a class, it is her or his responsibility to obtain all notes and handouts from another student NOT the professor.

Center for Student Success (CSS)

SUNY Orange provides a range of online and on-campus support options for students, including tutoring. For help with coursework, study skills, and staying organized, students can book their first tutoring session by going to Orange Connect, or drop into one of the Center locations. There are also a number of academic labs that provide additional support and online resources including the BATCAVERN, Math Lab, and the Reading/Writing Center. Please visit the CSS webpage for more information or speak with your instructor on how to access these resources.

Orange Connect

Orange Connect is an online student engagement tool used to connect students to faculty, staff, and support services across campus. Instructors may provide feedback in Orange Connect that will help the student and advisor/pathway coach understand how a student is doing in a class, so that support can be provided if needed to facilitate student success. Please check your mySUNYOrange, email, and log into Orange Connect daily. To access Orange Connect, log into your MySUNYOrange and click the Orange Connect option next to your Gmail. Make sure to check it daily. Students should be sure to open any emails they receive from Orange Connect and follow the recommendations. Instructors may also recommend students to contact a specific campus resource. If an instructor makes a referral, students may also be contacted directly by this campus service. Additionally, through Orange Connect students can sign-up for individualized tutoring and pathway coach appointments and can access support throughout the campus "raise your hand" feature and services on the students Orange Connect home page.

Library Support

The College Library services are available on campus and remotely to assist students! For questions and information on accessing library research, materials, resources, and the student Chromebook lending program through the SUNY Orange Library, please visit: https://sunyorange.edu/library/

Americans with Disabilities Act (ADA)
SUNY Orange is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability that may impact your performance in this course and require accommodations, you must first register with the

Office of Accessibility Services (OAS). Accessibility Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an Accommodations Notice from the Office of Accessibility Services. Since academic accommodations may require early planning and generally are not provided retroactively, please contact OAS as soon as possible. You can reach the Office of Accessibility Services at (845) 341-4642 or by email at accessibilityservices@sunyorange.edu

Wellness Center

Students interested in health and/or counseling services should call 341-4870 to schedule an appointment with a member of the Wellness Center Team. Visit https://sunyorange.edu/wellness/index.html or email wellnesscenter@sunyorange.edu for more information on accessing the Wellness Center services.

Cell Phone Usage Policy

Use of cellular phones or any other electronic communication device for any purpose during class or exam sessions is prohibited, unless expressly permitted by the instructor.

Official E-mail Policy

For Degree-Seeking and non-degree seeking students, the College issued email account (@sunyorange.edu) is designated as the student's official email address as it is validated by an authentication process. This will be used as the method of communication when administrative offices, academic departments and faculty need to communicate with students. Electronic communication through the use of the college's learning management system (e.g. Blackboard) remains at the discretion of the instructor and should be communicated to the student in the course syllabus.

Academic Dishonesty

Per Academic Policy: Academic dishonesty is regarded by the College as an intolerable breach of academic ethics and deserves immediate penalty. The consequences of academic dishonesty may include academic penalties, disciplinary action, or even legal action. The primary responsibility for dealing with academic dishonesty rests with the faculty member. The definition of academic dishonesty in the College's "Code of Student Conduct" includes but is not limited to: (a) cheating; (b) fabrication; (c) facilitating academic dishonesty; (d) plagiarism; (e) forgery; (f) bribery; or (g) multiple submissions (submitting the same assignment to more than one instructor without the permission of the instructors). Depending on the specific circumstances, academic penalties could range from a verbal reprimand to separation from the College. For some acts of academic dishonesty, the student may also be accountable to legal authorities.
When plagiarism, cheating or some other act of academic dishonesty has occurred, the faculty member shall advise the student of the action to be taken. In addition, any instance of academic dishonesty may result in the referral to the Vice President for Student Services for appropriate disciplinary action pursuant to the College's Code of Student Conduct.

Academic Policies and Procedures:

Students who have concerns about their academic performance in a course should consult with their instructor. Academic Grievance Procedures are available to students and can be found in the Student Handbook: https://sunyorange.edu/studentservices/student_handbook.html

Make-up for Cancelled Classes

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Brightspace and Technical Support:

The SUNY Online Help Desk is available to students and faculty for assistance with Blackboard distance learning questions:
http://www.sunyorange.edu/ol
1-844-673-6786 (1-844-OPENSUNY) *Press 1
Online learning phone support is available during the following hours:
Monday – Friday 7am - 12am Midnight EST
Saturday 10am - 8pm EST
Sunday 10am - 9pm EST
For assistance with all other Technical issues like MySUNYOrange, email, Banner, or other SUNY Orange related service:
SUNY ORANGE Technical Services:
1-845-341-4749 Phone and Chat Support available 24/7
https://itservice.sunyorange.edu

ON-CAMPUS IT department hours are:

Monday – Friday 8am – 4pm EST
After hours Phone/Chat: provided by Blackboard Answering Services
For faster service when contacting support, have your Student ID or username available and whenever possible be at a computer with internet access. During high call volumes, you may be asked to hold for support. The average call takes approximately 10-15 minutes so please call when your schedule permits

During this challenging time of learning online use this link to technology assistance sunyorange.edu/academicsupport/tut_locations.html Staying Connected: Please visit the College's COVID-19 Staying Connected page that lists contact information for important College offices and support services.

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Faculty retain the right to make changes to syllabi. In the event that changes are needed, syllabi will be updated, and changes will be communicated by the instructor.

Final Grading Check List

All Documentation to be posted to Google Docs assignment postings on Brightspace
DO NOT LEAVE IN ANY OTHER LOCATION!
Filled out by Student
Student Schedule ☐
Practicum Application ☐
Practicum Information Sheet ☐

Site Address and phone contact information
_____
_____

Practicum Goals ☐
Numerous Weekly Log Sheets that include: Succinct description of activities carried out during the ☐
required 45 hours of practicum placement.
Total number of hours ☐

Final Practicum Evaluation ☐
Filled out by Agency   (Site)
Mid-term agency feedback forms ☐
Final agency feedback form
Completed by Instructor ☐
This portfolio review sheet is to be attached to student portfolio which reflects all of the above materials.
LIVE On line portfolio (can be a blog, Wix, tumblr etc.) of choice. ☐

	Cover Letter (compete with edits)	
	Resume (compete with edits)	
	Artist's statement (compete with edits)	
	Pitch about yourself	
	Thank You letter and emails (compete with edits- NOT note)	
	10 examples of your practicum relate work (or for use in transfer examples of your course work)	
	Photograph related process, graphic art examples, you on the job, projects you have worked on and/or produced, completed and installed	

Quality of annotation and photographic presentation will be considered.
Digitized archival versions of all material and documentation should be stored for future reference. ☐

Excerpt from- SUNY Orange CODE OF STUDENT CONDUCT For the complete Code of Conduct see
http://www.sunyorange.edu/studentdev/code_of_conduct.shtml

Zoom Etiquette

All students must have their full name in the Zoom identification area for every Zoom meeting, so your instructor and classmates know who they are speaking with.
All students need to 'find' a space (background) that is visible on Zoom which is appropriate.
All students need to use both audio & video.
All students need to be and stay connected in Zoom to be counted for attendance and class participation.
All students must arrive to zoom meeting 5 minutes early (to solve whatever technical issues they may encounter).
Other 'standards' for security & behavior may be instituted as needed to maintain a safe and secure learning environment.

The SUNY Orange bookstores

Our websites can be accessed from the sunyorange.edu website or directly from your browser.
From sunyorange.edu : choose Bookstore from the drop-down menu under Student Experience.
From your browser:
Our websites are as follows:
Middletown - sunymiddletownshop.com
Newburgh - sunynewburghshop.com