



LA 309 co-op preparation

SYLLABUS

expectations,
assignments,
and grades

Office Hours

Monday 9:30-11:30pm
Tuesday 1:00-3:30pm

Overview

The goal of this course is to prepare you for interview and job application processes, and to provide you with inside information on select firms so that you can make an informed decision on where to spend your co-op year.

You should be prepared to make some difficult decisions regarding the quality and presentation of your efforts, possibly necessitating the re-design and/or re-rendering of some works.

Class time will largely be spent covering design firm identities, styles, and cultures, but will also include critical review of your portfolios, mock interviews and interview practices, and formal writing exercises regarding cover letters and professional correspondence. In addition to class, each student will be expected to do "homework" regarding the firms that they are interested in along with acting as a peer-reviewer of classmates work.

Expectations

Students are expected to attend all class sessions, and are encouraged to participate in discussions. In the case of a personal emergency or unavoidable absence, please notify the professor ahead of time if possible and go through the Dean of Students office as per student regulations found here: http://www.purdue.edu/studentregulations/regulations_procedures/classes.html.

Please be on time and ready for class to begin at the scheduled starting time.

This means that showing up a minute before class begins (technically "on time")

Course Schedule

Fall: Tuesday/Thursday 3:30-4:20pm
Spring: career fair + portfolio review

and causing a distraction during the first minutes of class while getting ready will not be tolerated.

The studio is to be treated as a professional working environment and as such, texting, surfing the internet, or using messaging programs are not allowed and all cell phones should have their volume off and be placed out of sight. Please do not wear headphones during class hours. Please keep all communications professional and courteous (e-mails and/or postings).

Work for this course should be done outside of normal class hours and not during other scheduled class times. Make sure that you plan ahead and demonstrate strong time management skills to avoid falling behind in any of your coursework this critical semester.

In addition to in-class work, students will be required to create a LinkedIn profile using a non-Purdue e-mail address (since you will lose your Purdue account upon graduation) and join a group based around your co-op year.

Learning Outcomes

1. Students will prepare and critique application materials in pursuit of gaining a co-op internship
2. Students will practice interview skills and research firms available for co-op internships

Assignments and Grades

A "final draft" of your portfolio will be due by the end of the semester, with regular in-progress reviews along the way. This is not expected to be a fully complete portfolio since you will not yet have finished your Fall semester coursework, but final decisions regarding style, page layout, presentation structure, and previous project pages will be expected.

I will be collecting digital copies of your work throughout the semester and will expect a final portfolio copy from everyone by the career fair in the Spring. Please note that this is not justification to wait until Spring to work on your portfolio, it should be done over the winter break to avoid conflicts with your regular semester coursework!

Grades will be determined from individual performance in course and project objectives. These factors include professionalism and interest during portfolio reviews, mock interview exercises, and firm presentations. Participation and attendance will also be factored. **Two unexcused absences will result in a full letter final grade reduction. Greater than two will result failure of the course.**

Late work will not be accepted unless due to medical or other major personal reasons. You are expected to keep current backups on multiple media. **No consideration will be given to students who have lost projects due to computer crashes, the public server being down, or other digital disasters.** Please do not rely solely on a flash drive, portable hard drive, or the department server!

Grading Scale

Grades will follow a typical +/- system and will adhere to the following scale:

- A/4.0 Excellent; Outstanding; Superior
- B/3.0 Good; Above Average
- C/2.0 Fair; Average
- D/1.0 Poor; Barely Passing
- F/0.0 Failure; Unacceptable

Please note that a "C" grade designates an "average" performance. If you want a better grade you will have to go above and beyond the base expectations for the course!

Course Evaluation

During the last two weeks of the semester, you will have an opportunity to evaluate this course and your instructor(s). Participation in this evaluation is an integral part of this course. Your feedback is vital to improving education at Purdue University, and in shaping my efforts as an educator.

Student Support

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Students are encouraged to subscribe to emergency text messages at <http://www.purdue.edu/securepurdue/>

If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: drc@purdue.edu or by phone: 765-494-1247

If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try [WellTrack](#). Sign in and find information and tools at your fingertips, available to you at any time.

If you need support and information about options and resources, please see the [Office of the Dean of Students](#) for drop-in hours (M-F, 8 am- 5 pm).

If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact [Counseling and Psychological Services \(CAPS\)](#) at 765-494-6995 during and after hours, on weekends and holidays, or by going to the CAPS office of the second floor of the Purdue University Student Health Center (PUSH) during business hours.