



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Visual Communications Media & Technology
- C. Course Number and Title: VCMT2850 Seminar
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 1
- F. Prerequisites: None
Co-requisite(s): VCMT2800 (Must be concurrent)
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 08/03/2011
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is taken concurrently with VCMT2800 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Co-op Work Experience. Students must get permission of the instructor in order to enroll in this class.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	Communication – Written VALUE Rubric
Communication – Speech	Communication – Speech VALUE Rubric
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	



North Central State College
SYLLABUS ADDENDUM

Academic Division:	EBC	Discipline:	VCMT
Course Coordinator:	Morgan Baker		
Course Number:	VCMT-2850-920	Course Title:	Seminar
Semester / Session:	Fall 2025 / 16 Weeks	Start / End Date:	08/11/2025 thru 12/12/2025

Instructor Information

Name:	Morgan Baker	Credentials:	Master of Fine Arts – Media Design
Phone Number:	419-755-4862	E-Mail Address:	mbaker@ncstatecollege.edu
Office Location:	237 - Kehoe	Office Hours:	M-Th 12:00pm – 1pm

I. Topical Timeline / Course Calendar (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Job & Career	Discussion Post	08/17
2	Company Information	Discussion Post	08/24
3	Attitude & Work Ethics	Discussion Post	08/31
4	Business Communication Skills	Discussion Post	09/07
5-6	Workflow	Discussion Post	09/14 & 09/21
7	Communication Skills	Discussion Post	09/28
8	Professional Relationships	Discussion Post	10/05
9	Professional Development	Discussion Post	10/12
10	Internship to Permanent Position	Discussion Post	10/19
11	Craftsmanship	Discussion Post	10/26
12	Creativity	Discussion Post	11/02
13	Small Business Practice	Discussion Post	11/09
14	Skills Evaluation	Discussion Post	11/16
15	Overall Feedback	Discussion Post	11/23

II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Grading
Discussions	Pass/Fail

III. Examination Policy:

- The reasons for which a student will be excused from taking an examination:
 - Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
- A student who misses an examination for any reason is responsible for:
 - Contacting the teacher and scheduling a time to take the exam outside of class

No makeup opportunity will be given for unexcused absences of quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. **Attendance is required** and essential for your success in this course.
2. You are allowed **up to 2 unexcused absences** without penalty. Each additional unexcused absence may lower your final grade by **2% per occurrence**.
3. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
4. If you will miss class, you must notify the instructor **before class** when possible.
5. Arriving more than **15 minutes late** or leaving early without prior approval counts as **½ an absence**.
6. You are responsible for all material covered during any absence.
7. **Due Dates:** All assignments are due at the start of class (or posted online deadline).
8. **Late Work:**
 - a. Work turned in **within 24 hours** of the due date will lose **10%**.
 - b. Work turned in **1–7 days late** will lose **20%**.
 - c. Work more than **7 days late** will **not be accepted** unless prior arrangements are made.
9. **Excused Absences:**
 - a. If your absence is excused, you may submit work without penalty within **one week** of your return.
 - b. You must communicate with the instructor to arrange make-up deadlines.
10. **Missed In-Class Activities:** Some studio work, critiques, or labs cannot be replicated outside of class. In such cases, alternative assignments may be given at the instructor's discretion.

V. Classroom Expectations:

1. **Respect**
 - Treat your peers, instructor, and their work with respect.
 - Listen actively during discussions and critiques.
 - Be open to diverse perspectives and creative approaches.
2. **Engagement**
 - Arrive on time and stay for the entire class.
 - Participate in activities, discussions, and group work.
 - Stay on task during class work time — limit unrelated browsing, texting, or distractions.
3. **Preparedness**
 - Bring required materials, completed assignments, and any necessary technology to class.
 - Check Canvas/email regularly for announcements and updates.
4. **Professionalism**
 - Meet deadlines and follow project guidelines.
 - Use professional and constructive language in all communications.
 - Take responsibility for your own learning — ask questions and seek help when needed.
5. **Collaboration & Feedback**
 - Contribute to a supportive learning environment.
 - Offer feedback that is constructive, specific, and respectful.
 - Accept feedback with an open mind and use it to improve your work.
6. **Academic Integrity**
 - Submit only your own original work unless collaboration is part of the assignment.
 - Give proper credit when using others' ideas, images, or resources.
 - Follow all college policies on plagiarism and copyright.

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Students will participate in discussion on topics pertaining to their Cooperative Work Experience.	Participate in discussion weekly throughout the semester.
2. Students will be able to present a college level presentation of their experience at their Co-op.	Make a Cooperative Work Experience Presentation at the end of the semester.
3. Students will demonstrate college level writing skills.	Submit a Cooperative Work Experience Paper, at the end of the semester.
4. Students will experience working in the Visual Communications Industry	Explain their experience in their Co-op Presentation, and paper at the end of the semester.

M. Recommended Grading Scale:

This class is pass/fail:

100-74	P
73- below	NP

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>