![North Central State College logo]

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: VCMT2700 Capstone Multimedia Portfolio

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 2
     Lecture: 1 hour
     Laboratory: 2 hours

F. Prerequisites: 24 credits of VCMT classes must be completed or concurrent (with a C- or better). Students must have a 2.0 GPA.

G. Last Course/Curriculum Revision Date: Fall 2025   Origin date: 08/02/2011

H. Textbook(s) Title: (not required)

   Graduate to a Great Career
   - Author: Catherine Kaputa
   - Copyright Year: 2016
   - Edition: 1st
   - ISBN: 2781857886405

   Necessary textbooks for appropriate software used to assemble and produce portfolio will be provided. This will differ between students and their curriculum track.

I. Workbook(s) and/or Lab Manual: None

J. Course Description: This course is designed to take a project idea from pre-production to finished product. Students will be expected to utilize all skills acquired in their VCMT program to assemble an electronic portfolio which can be used for employment interviews. All VCMT course requirements or be concurrently enrolled. This class should be taken within 20 credit hours of graduation.

K. College-Wide Learning Outcomes:

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

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. Create a portfolio for employment in the digital media technology industry, including planning and designing.	Final portfolio Week #13
2. Assemble digital artwork completed during the Visual Communications Media & Technology program at NC State College.	Portfolio content list Week #9
3. Write a resume appropriate for the industry.	Resume Week #7 & #13
4. Present their portfolio presentation.	Mock presentation and presentation in final interview Week 14 & 15
5. Job interviewing skills	Mock interviews Week #15
6. Produce an interactive portfolio in appropriate software for their content area.	Software exercise. Week #1 & #2
7. Participate and display work in annual Art Show.	Art Show – will vary depending on room scheduling and spring break holidays.

M.   Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

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

North Central State College
SYLLABUS ADDENDUM

Academic Division:	EBC	**Discipline:**	VCMT
Course Coordinator:	Morgan Baker		
Course Number:	VCMT-2700-900	**Course Title:**	Capstone
Semester / Session:	Spring 2026 / 16 Weeks	**Start / End Date:**	1/12/2026 thru 5/8/2026

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
1-3	Careers	Resume	1/26
4	Personal Branding	Portfolio	2/3
5-7	Cover letter / interviewing	Interview process	2/17
8	Industry	Industry Interview and research	3/17
9-11	Portfolio	Final Portfolio	4/14
12	Mock Interviews	Interviews	4/22
13-16	Art & Design Show / Networking	Art Show	5/8

II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Grading
Assignments	35%
Portfolio	40%
Homework	13%
Attendance	12%

III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination:
   a. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
2. A student who misses an examination for any reason is responsible for:
   a. 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.   <u>**Classroom Expectations:**</u>

1. **Respect**
   o Treat your peers, instructor, and their work with respect.
   o Listen actively during discussions and critiques.
   o 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.