BrooksInstitute

ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

Graduates of the MS in Scientific and Technological Imaging are prepared to meet the challenges of communicating science, technology, and innovation, through visual media. Graduates will leverage skills in project management to ensure the effective production, integration, archiving and distribution of media content in support of scientific research, education, museum collections and research documentation, preservation, and communication.

Program Description

The Master of Science in Scientific and Technological Imaging (MSSTI) is a four-semester, 36-credit, low residency master's program. The program provides an advanced course of study that requires students to explore and effectively apply scientific and technical media imaging methods to meet the challenges of communicating scientific knowledge, technological innovation, research findings, museum collections, and related content to a diverse global audience. The program stresses project and production management skills to ensure the effective production, integration, archiving and distribution of media content.

Learning Outcomes:

Upon completion of the program, students should be able to:

- Apply critical thinking skills to analyze and create effective visual media to educate, inform, and communicate to a global audience (Visual Literacy, Problem Solver)
- Create media content using diverse scientific and technical imaging methods and tools to communicate, interpret and document subject matter (Adept, Global)
- Effectively manage media assets to ensure efficient workflow, distribution, sharing and stable archiving (Adept)
- Identify, articulate and apply ethical principals in relation to visual and verbal media representations, and business/professional practices (Ethics)
- Communicate clearly and effectively, both orally and in writing, in a professional environment (Communication)
- Apply an understanding of project and business management to successfully organize and complete projects as an individual and in collaborative teams (Collaboration)

Course Title	**Internship I**
Course Code	**MSS649**

Credit Hours	2 Semester
Prerequisites	Program Chair Approval

Course Type   On-site internship

Instructor   TBA

Email

Telephone

Term Start/End Date

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Course Description – Elective
Since the specialty areas within scientific, engineering, technical and museum photography often require very specialized equipment and facilities, an internship can offer production opportunities that cannot be made available on campus. Students who select an internship would work at the internship sponsor's facility under the supervision of the sponsor, and monitored by the instructor. Students must submit a proposal, including the sponsoring organization information, for an internship in order to be accepted into this course. Permission of the Program Chair is required to enroll in this course. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the work environment. Minimum 90 hours.

Note: Internships may or may not be available every semester. Scheduling an internship requires coordination with the internship sponsor. With the approval of the Program Chair, students who demonstrate advanced capabilities or advantageous opportunities may substitute the MSS649 Internship I or MSS661 Internship II course for one of the following courses, if the internship will accomplish the learning outcomes of the course. A course cannot count as both an elective and a required program course; the student must still have 4 credits of electives and a total of 36 credit hours to complete the program.
        MSS636 Specialized Photo Applications I
        MSS646 Specialized Photo Applications II

Learning Objectives
Upon completion of this course the student should be able to:
1. Collaborate with co-workers and supervisors in the internship environment to effectively accomplish tasks and projects
2. Apply specialized imaging skills to produce projects that make a positive contribution to the work environment
3. Document, analyze and communicate production practices and systems testing and use that documentation as a reference for future work
4. Produce images/media that will contribute to developing the student's capabilities portfolio (if acceptable to the internship sponsor)

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Required Textbook(s) and media: none

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Course Outline
Week 1: A minimum of 90 hours on-site during the semester (average of 6 hours/week); weekly online discussion with faculty advisory
Week 2: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 3: On-site work at the internship facility; weekly online discussion with faculty advisory

Week 4: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 5: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 6: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 7: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 8: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 9: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 10: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 11: Online research and/or multimedia presentation; Online discussion; project production
Week 12: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 13: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 14: On-site work at the internship facility; weekly online discussion with faculty advisory
Week 15: On-site work at the internship facility; weekly online discussion with faculty advisory

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GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS
Letter grades (A, A-, B+, B, etc.)
The student's overall grade for this class is derived from a combination of online instructional activities, class participation (discussion forum postings), assignments, quizzes and exams, projects, and final project/final exam. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting			Grading Scales		
			Percent	Letter	Numeric
Course Area	%		93–100	A	4.00
Participation	10		90–92	A-	3.70
Production Documentation	15		87–89	B+	3.30
Supervisor's assessment	75		83–86	B	3.00
			80–82	B-	2.70
			77–79	C+	2.30
			73–76	C	2.00
			70–72	C-	1.70
			67–69	D+	1.30
			60–66	D	1.00
Total	**100%**		0–59	F	0.00

Course Syllabus

Revision Date   June 26, 2014

Author   Scott Miles

DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

ACADEMIC INTEGRITY STATEMENT

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including images and reels. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws will not be tolerated.
- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, reels, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else's beyond what would be considered a tolerable coincidence; ideas, conclusions, information found on a student paper which the student cannot explain, amplify or demonstrate knowledge upon questioning.
- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.
- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:
    - Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
    - Brooks Institute will only use legally acquired software on our computers.
    - Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.
    - Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

CREDIT ASCRIPTION ADDENDUM

MSS649 Internship I - 2 semester credit hours
Type: On-site internship

Credit Ascription – The amount of hours spent to participate in the course and complete projects, and the assignment alignment with Course Learning Objectives

Course Learning Objectives:
1. Collaborate with co-workers and supervisors in the internship environment to effectively accomplish tasks and projects
2. Apply specialized imaging skills to produce projects that make a positive contribution to the work environment
3. Document, analyze and communicate production practices and systems testing and use that documentation as a reference for future work
4. Produce images/media that will contribute to developing the student's capabilities portfolio (if acceptable to the internship sponsor)

The following indicates the **minimum** number of hours per assignment:

Week	Assignment Title	Hours	Assignment Objectives
1	• A minimum of 90 hours on-site during the semester (average of 6 hours/week)	6	1,2,3,4
2	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
3	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
4	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
5	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
6	• On-site work at the internship sponsoring facility with weekly online discussion with faculty	6	1,2,3,4

	advisor		
7	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
8	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
9	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
10	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
11	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
12	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
13	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
14	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
15	• On-site work at the internship sponsoring facility with weekly online discussion with faculty advisor	6	1,2,3,4
Total		90	