

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

ART 470 SPRING 2013 MAELIN LEVINE

CLASS MEETS: Tuesday/Thursday 6pm in Mac Lab

MAELIN LEVINE

Office phone: 619.233.9633 x 105

Office email: maelinl@visualasylum.com

PLNU email: mlevine@plnu.edu

EDUCATIONAL GOALS

An internship is an extremely important part of your degree. It is an opportunity for you to gain knowledge and experience within the field you plan to pursue. For many people an internship can be a springboard into their career of choice. Experience is gained, contacts are made and the important process of networking begins. At the very least you will know whether or not you want to seek a job in that particular field. At best, you'll land a job through the contacts you make. There are no guarantees, and the outcome is up to you.

Most internships are not paid. There are occasions where employers will pay their interns. PLNU does not encourage this, but it is not officially against policy. When your position is attached to a pay rate, the educational Experience can be compromised significantly. When your employer is paying you, they need to make sure they are getting the most for their money. In some cases this can take away the freedom to just observe, and can add pressure to not make mistakes.

COURSE LEARNING OUTCOMES

1. Demonstrate gained knowledge and experience within their intended area of the visual arts (i.e. graphic design, visual art, art education.)
2. Make contacts and begin networking with professionals in their field.
3. Recognize and pursue additional skills needed for specific art-related job profiles.
4. Write a summary and analysis of their field experiences.

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

ART 470 SPRING 2013 MAELIN LEVINE

PROCEDURE

1. Receive consent from the instructor.

The internship is normally completed in the senior year. To be cleared to register you must meet with the instructor for ART470. After a successful review of your work you will be granted course authorization. You must complete the internship during the semester that you are registered for it. You cannot receive retro-active credit for work you previously did, or register for the internship the semester before the work is completed.

2. Register for the internship.

You may register for the internship even if you do not have a location secured. You must make the “last day to add” deadline. If you are not sure where you will be or how many hours you will work, you can register for the max of 3 units. If— once you secure your internship—you decide you cannot complete all of the required hours, you can drop 1 or 2 units before the “last day to drop” deadline.

3. Go get an internship.

As a general rule, it is the student’s responsibility to secure an internship. You will meet with your instructor to discuss some of the available options and how they might best suit your needs. You will present your research to the instructor and discuss a plan of action. You will contact the organization and set up the interview.

The site must be approved by the instructor before work begins, and must be applicable to your major and/or concentration.

4. Calculate the Number of hours.

Remember that for every unit you are registered for you must complete a minimum of 40hrs of on-site work. Do the math ahead of time and decide how many hours your schedule will allow.

5. Make a schedule.

It is important to ask your supervisor how many hours they require. Some businesses or organizations do not want you unless you can work a minimum number of hours and work within their schedule. In some cases you may want to work more hours than they want you to. Be sure you have time in your schedule, and you can meet their expectations before agreeing to begin the internship.

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

ART 470 SPRING 2013 MAELIN LEVINE

6. Complete the paperwork.

Once you have an approved internship secured, you must fill out the included form. Have your supervisor fill out their section, and return the paperwork to your instructor.

7. Begin your work.

A good attitude is key! Always present a positive attitude, even if your assigned tasks seem below your skill level or inappropriate to your field of study. If you have concerns and feel that the experience is not beneficial, speak to your instructor first before going to your supervisor or quitting.

8. Keep good records.

You must keep track of your time. Get yourself a notebook or something to keep your records and notes about your experience. You must keep a daily log of your hours which must be signed by your supervisor at the end of the semester. A time sheet for the 16 week semester has been supplied to you. You will submit a mid-semester report outlining your job description, responsibilities, and overall evaluation of your experience up to that point. Your supervisor will be asked to submit an end-of-semester evaluation. You will also submit an end-of-semester final report outlining the experience overall. Forms have been provided for these evaluations.

GRADING POLICY

Grades are recorded as credit/no credit. You must complete the amount of hours for which you are registered. Your hours must be recorded by you, and verified by your supervisor. If you register for 3 units, and only complete enough hours for two units, you will not receive any credit. Exceptions to this policy are only made in cases of extreme hardship.

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

ART 470 SPRING 2013 MAELIN LEVINE

MAELIN LEVINE

Office phone: 619.233.9633 x 105

Office email: maelinl@visualasylum.com

PLNU email: mlevine@plnu.edu

INTERN INFORMATION

Students Name: ID# _____

Address _____

Phone: Email _____

COMPANY/ ORGANIZATION INFORMATION:

Company Name _____

Address _____

Supervisor Phone _____ Email _____

CONTRACT AGREEMENT

Brief Job Description _____

Intern's Responsibilities _____

Beginning Date of Internship _____ Ending Date _____

Number of hours per week _____ Credit to be awarded at completion (1-3) _____

1 Unit = 40 hrs. 2 Units = 80 hrs. 3 Units = 120 hrs.

Student's Signature Date Faculty's Signature Date

Supervisor's signature Date

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

TIME SHEET (for 16 week semester)

WEEK 1	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 2	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 3	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 4	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 5	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 6	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 7	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 8	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 9	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 10	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 11	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 12	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 13	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 14	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 15	M:	T:	W:	T:	F:	S/S:	Total hrs:
WEEK 16	M:	T:	W:	T:	F:	S/S:	Total hrs:

Semester Total: _____

Internship Supervisor's Signature

Date

Student's Signature

Date

Faculty Signature

Date

IMPORTANT: To receive credit, you must turn in this time sheet at the end of the semester with your internship supervisor's signature, indicating that you completed all of the required hours.

PLNU GRAPHIC DESIGN INTERNSHIP COURSE

SUPERVISOR'S FINAL EVALUATION

If you would prefer to e-mail your response, please include the information below. You can also mail or fax it directly.

MAELIN LEVINE

Fax: 619.233.9637

Email: maelinl@visualasylum.com

INFORMATION

Students Name: ID# _____

Supervisor's Name _____

Company Name _____

Advisor's Evaluation

Please briefly describe the student's performance, and how their skills have met or fallen short of expectations. Has their contribution been valuable to your company? Does the student present a positive and professional attitude? Please be as honest and thorough as possible with your response. Credit for the internship is received as credit /no credit, so the student's grade will not be effected by a less than positive response. Your professional assessment of the student's performance is extremely valuable to our] program. If you noticed skills that the student was lacking and/or areas of strength, this will help us as we seek to improve the quality of their education. We also strive to place students in internship situations which best suit the student and your company's needs.
