

**PLNU Art + Design / Art 4070C\* or E\* Internship** / 1 unit required. May take up to 3 Units / **Fall 2025**

GRAPHIC DESIGN FACULTY COORDINATOR

Courtney Mayer / cmayer1@pointloma.edu / Ryan Library, Hughes Lab

VISUAL ART FACULTY COORDINATOR

Lael Corbin / lcorbin@pointloma.edu / Keller Visual Art Center

Faculty Office Hours by Appointment / Meeting days are per your agreed schedule are on-site

### **PLNU MISSION: TO TEACH. TO SHAPE. TO SEND.**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

## Art 4070C\* or E\* Internship

An internship is a supplemental educational opportunity to explore career options, develop industry skills, and build professional networks related to the graphic design and/or the visual art industry.

### **COURSE LEARNING OUTCOMES**

- › Practice **professionalism by using excellent interpersonal skills**: responsibility, ethics, initiative, organization, timeliness, preparation, motivation, good attitude, work ethic, care of your work and of care those you work with.
- › **Collaborate** productively
- › Understand and respond to **individual and/or organizational need**: cognitive, social, cultural, technological or economic
- › Demonstrate advanced level art and/or design **visual principles and formal structures**
- › Practice **visual problem solving** and **critical thinking**
- › Practice advanced **research** and **ideation skills**
- › Constructively **critique** and **evaluate** when appropriate
- › Develop and apply **technical skills** through the **use of tools** and **technology**
- › Practice **flexibility**—be nimble and dynamic

## Schedule and Internship Form Due Dates

Fill out these interactive forms electronically and save as a PDF. Email to your internship coordinator.

- |                |                      |   |  |
|----------------|----------------------|---|--|
| <b>Week 1</b>  | <b>Friday, Sep 5</b> | <b>Information Form</b>                           | Student to submit via email to PLNU coordinator. |
| <b>Week 8</b>  | <b>Friday, Oct 7</b> | <b>Mid-Semester Evaluation</b>                    | Student to submit via email to PLNU coordinator. |
| <b>Week 15</b> | <b>Friday, Dec 2</b> | <b>Time Sheet + End-Semester Evaluation Forms</b> | Student and supervisor to submit via email.      |

## PLNU Art + Design / Art 4070C\* or E\* Internship / Spring 2025

### INTERNSHIP PROCEDURE

1. With authorization from your faculty coordinator, register for the internship: You may register for the internship even if you do not have a location secured. If you are not sure how many hours you will work, you can register for the maximum of 3 units. If you secure your internship and decide you cannot complete all the required hours, you may drop 1 or 2 units before the “last day to drop” deadline. Please be realistic about your time commitment.
2. Calculate the number of hours:  
(40 hours of on sight work) = (1 unit) is required for the major  
(80 hours of on sight work) = (2 units)  
(120 hours of on sight work) = (3 units)
3. Do Online research of possible internship sites and review—people, work, about section and see if this matches what you are looking for. Also, review the [Department of Art + Design Internship List](#) (Google Doc)
5. Call or email and ask if the site has any available internships during the session you are interested in and the protocol for applying. Who should you address communications to? What do they want to see? In what format?
6. Prepare your resume, a cover letter, and a link to your portfolio. For information about resume and cover letter writing see the [PLNU Office of Strengths and Vocations Handshake](#) for more information and resources. We recommend putting your work on a free [Behance](#) site. To get a Behance site you register, choose a username and password and load your file (acceptable formats—jpg, .gif and .png). Only put up your strongest work.
7. Submit the required cover letter, resume, and link to your portfolio of work to the organization via their preferred method. Follow up with them in a week.
8. It is your responsibility to secure an internship!
9. Once securing an internship, make a schedule with the supervisor: Have an understanding of your schedule.
10. Complete forms found in syllabus: Return to the appropriate faculty coordinator on the specified dates listed on the form.
11. Be Professional: Never use your phone or use social media in the work setting unless it is required for work. Be proactive. Be polite. Be of service. Be open. Be humble. Be honest. Ask questions! Clearly communicate. Have fun!
12. Please reach out to your faculty coordinator with any questions or concerns along the way. We want to ensure you to have the best experience possible.

### ASSESSMENT AND GRADING

Grades are recorded as **credit/no credit**. You must complete the registered amount of hours/units you selected.

**You are required to record your on site work hours.** If you fail to meet the agreed upon number of hours for the units you selected you will not receive any credit. Exceptions to this policy are only made in cases of extreme hardship.

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INTERNSHIP

Due Friday, September 5 / Week 1 (let your PLNU faculty coordinator know if you start after this date)

## Information Form

Intern Name

.....

Student ID No.

.....

Phone

.....

Email

.....

## Company/Organization

Company/Organization Name

.....

Address

.....

Supervisor Name

.....

Phone

.....

Email

.....

## Contact Agreement

Brief job description

.....

Responsibilities

.....

Internship beginning date

.....

Internship end date

.....

Numbers of hours per week

.....

Please check the credit awarded upon completion: 1 unit + 40 hours / 2 units=80 hours / 3 units=120 hours

.....

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## Student Intern Mid-Semester Evaluation

Due Friday, Oct 17 / Week 8

### Information

Intern Name

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Supervisor Name

.....

Company Name

.....

### Intern Performance Evaluation and Experience

Assess your overall experience. Do you feel you have gained knowledge and skills? Has it been a positive experience? Would you pursue a job here or in a similar company/organization to this one? What are some things that surprised you about the field of graphic design? Would you recommend this company/organization to other students? Please explain.

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## Time Sheet

Due Friday, Dec 12 / Week 15

Week 1	M	T	W	Th	F	Total hours
Week 2	M	T	W	Th	F	Total hours
Week 3	M	T	W	Th	F	Total hours
Week 4	M	T	W	Th	F	Total hours
Week 5	M	T	W	Th	F	Total hours
Week 6	M	T	W	Th	F	Total hours
Week 7	M	T	W	Th	F	Total hours
Week 8	M	T	W	Th	F	Total hours
Week 9	M	T	W	Th	F	Total hours
Week 10	M	T	W	Th	F	Total hours
Week 11	M	T	W	Th	F	Total hours
Week 12	M	T	W	Th	F	Total hours
Week 13	M	T	W	Th	F	Total hours
Week 14	M	T	W	Th	F	Total hours
Week 15	M	T	W	Th	F	Total hours
Week 16	M	T	W	Th	F	Total hours

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## Student Intern End-Semester Evaluation

Due Friday, Dec 12 / Week 15

### Information

Intern Name

.....

Supervisor Name

.....

Company Name

.....

### Intern Performance Evaluation and Experience

Assess your overall experience. Do you feel you have gained knowledge and skills? Has it been a positive experience? Would you pursue a job here or in a similar company/organization to this one? What are some things that surprised you about the field? Would you recommend this company/organization to other students? Please explain.

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## Supervisor End-Semester Evaluation

Due Friday, Dec 12 / Week 15

### Information

Intern Name

.....

Supervisor Name

.....

Company Name

.....

### Intern Performance Evaluation

Please briefly describe the intern's performance. Did their skills meet, exceed or fall short of your expectations? Have they made a valuable contribution? Did the intern exhibit a positive and professional attitude? Was the intern hardworking, punctual and organized? Do you have any constructive feedback that might help the intern? Your professional assessment of the intern's performance is extremely valuable. If you noticed areas where PLNU could improve and/or areas of strength we will use the information to assess the quality of our programs. **Please email this evaluation to the appropriate faculty coordinator listed above.** Thank you for your time! It is greatly appreciated.

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## PLNU Policies\*

### **ASSESSMENT AND GRADING**

Pass / Fail

### **FINAL EXAMINATION POLICY**

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the Traditional Undergraduate Records: Final Exam Schedules site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

### **INCOMPLETES AND LATE ASSIGNMENTS**

All assignments are to be submitted/turned in at the beginning of the class session when they are due. For each day you miss a deadline you will lose one grade point down. I will not accept an assignment later than 3 days past the due date, unless you have a legitimate event, illness, or death in the family and have contacted me. Please see me if you have questions or concerns. A semester Incomplete will only be assigned in extremely unusual circumstances.

### **SPIRITUAL CARE**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the Office of Spiritual Life and Formation.

### **STATE AUTHORIZATION**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll Online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an Online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow Online (distance education) outside of California.

### **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### **PLNU RECORDING NOTIFICATION**

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

### **PLNU ACADEMIC HONESTY POLICY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies for definitions of kinds of academic dishonesty and for further policy information.

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## PLNU Policies\*

### PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### ARTIFICIAL INTELLIGENCE (AI) POLICY

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course.

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI:

MLA Style Center: Citing Generative AI

APA Style: How to Cite ChatGPT

Chicago Manual of Style: Citing Content Developed or Generated by AI

### LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality. You may report an incident(s) using the Bias Incident Reporting Form.

### SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix).

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## **PLNU Policies\***

### **PLNU ATTENDANCE AND PARTICIPATION POLICY**

“Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent (3 days) of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent (6 days), the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.”

### **USE OF TECHNOLOGY**

In order to be successful in the Online environment, you’ll need to meet the minimum technology and system requirements; please refer to the Technology and System Requirements information.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your classwork.

No cell phone use other than for classroom project needs. No personal social media use, texting, or watching videos are allowed. Thank you!

### **LOMA BOOK INSTRUCTIONS / NOT APPLICABLE FOR THIS INTERNSHIP COURSE!**

This course is part of our course material delivery program, LomaBooks. The bookstore will provide each student with a convenient package containing all required physical materials; all digitally delivered materials will be integrated into Canvas.

You should have received an email from the bookstore confirming the list of materials that will be provided for each of your courses and asking you to select how you would like to receive any printed components (in-store pick up or home delivery). If you have not done so already, please confirm your fulfillment preference so the bookstore can prepare your materials.

For more information about LomaBooks, please go: [HERE](#)