

# Art 4070C-3 Internship

1-3 Units

Spring 2026

**INSTRUCTOR:** David Adey, MFA

**CONTACT:** [dadey@pointloma.edu](mailto:dadey@pointloma.edu) / phone: 619.849.2570

**OFFICE:** Keller 104 (*email for an appointment*)

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## COURSE SYLLABUS

[Syllabus\\_Art 4070 C:E Internship\\_Spring\\_2026.pdf](#) [Download Syllabus\\_Art 4070 C:E Internship\\_Spring\\_2026.pdf](#)

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

**This section is for someone completing an internship within the state of California.**

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## COURSE 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:
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)
4. 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?

5. 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.
6. Submit the required cover letter, resume, and link to your work to the organization via their preferred method.
7. 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.
13. Send your supervisor a **thank you note on completion of your internship** experience.

If you have any questions, or need assistance please contact [Lael Corbin](#)

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## 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
- Develop 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

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## 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 is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

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## UNIVERSITY POLICIES

### 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 you 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 distance education outside 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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#)[Links to an external site.](#) for definitions of kinds of academic dishonesty and for further policy information.

### **ARTIFICIAL INTELLIGENCE POLICY**

**Note:** Point Loma Nazarene University supports academic integrity and the thoughtful integration of emerging technologies, including artificial intelligence (AI), in the learning process. Below are three sample statements reflecting varying levels of AI use permitted in this course. Faculty may select, adapt, or delete as appropriate.

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. If you have any doubts about using AI, please gain permission from the instructor.

[MLA Style Center: Citing Generative AI](#)[Links to an external site.](#)

[APA Style: How to Cite ChatGPT](#)[Links to an external site.](#)

[Chicago Manual of Style: Citing Content Developed or Generated by AI](#)[Links to an external site.](#)

### **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

## **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.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at [www.pointloma.edu/nondiscrimination](http://www.pointloma.edu/nondiscrimination).

## **SEXUAL MISCONDUCT AND PARTICIPATION POLICY**

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).

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at [www.pointloma.edu/bias](http://www.pointloma.edu/bias)

## **USE OF TECHNOLOGY**

**Note:** Include this section if teaching an Online or Hybrid course.

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

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