

PLNU Art + Design / Art 470: Internship / 2-3 Units / Fall 2015

Courtney Mayer / Office Phone: 619.849.7328 / Email: courtneymayer@pointloma.edu / Office: Salomon Theatre Room 101 / Office Hours: Monday 10 a.m.-noon and Tuesday 10 a.m.-noon

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 470 Graphic Design Internship

An internship is a supplemental educational opportunity to explore career options and develop skills. It allows students to work directly with professional mentors in a work-related setting and gain first-hand knowledge of the industry and their craft. Internships are generally offered on an unpaid or volunteer basis.

COURSE LEARNING OUTCOMES

- › Collaborate productively in interdisciplinary teams
- › Practice advanced technical skills using tools and technology
- › Practice advanced visual problem solving, critical thinking and the process of design
- › Practice good interpersonal skills, such as listening, positive attitude, strong work ethic, following instruction, organizational skills and meeting deadlines
- › Practice oral and written communication as it relates to visual problem solving and conceptual ideas
- › Evaluate and summarize the quality of your field experience orally and in writing
- › Establish professional networks

SEMESTER PROCEDURE

1. **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. **It is your responsibility to secure an internship**
3. **Calculate the number of hours:** (40 hours of on sight work) = (1 unit), 80 hours=(2 units), 120 hours=(3 units)
4. **Make a schedule:** Have an understanding of your schedule and get approval by the organization.
5. **Complete paperwork:** Fill out the attached forms. Return to me on the specified dates listed below.
6. **Keep good records:** Use the provided **time sheet, mid-semester evaluation and end-semester evaluation form** to record your time and experience. Your supervisor must submit an end of semester evaluation of your performance.

SCHEDULE AND ASSIGNMENTS

- Sept. 4 or 11** Submit to Courtney Mayer, noon, Main Mac Lab / **Information Form**
- Oct. 16** Submit to Courtney Mayer, noon, Main Mac Lab / **Mid Semester Evaluation**
- Dec. 11** Submit to Courtney Mayer, noon, Main Mac Lab / **Time Sheet + End Semester Evaluation**
- Dec. 18** Supervisor to submit via email courtneymayer@pointloma.edu / **End Semester Evaluation**

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 with verification by your work supervisor.** If you fail to meet the agreed upon number of hours for the units you selected, you may not receive credit. Exceptions to this policy are only made in cases of extreme hardship.



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GRAPHIC DESIGN INTERNSHIP

Information Form

Designer Name
Designer ID No.
Phone
Email

Company/Organization

Company/Organization Name
Address
Supervisor Name
Phone
Email

Contact Agreement

Brief job description
Graphic designer's job responsibilities
Internship beginning date
Internship end date
Numbers of hours per week
Please circle credit awarded upon completion: 2 units=80 hours | 3 units=120 hours

Required Signatures

Designer Signature Date
Faculty Signature Date
Internship Supervisor Signature Date



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GRAPHIC DESIGN INTERNSHIP

Time Sheet

Table with 8 columns: Week, M, T, W, Th, F, Supervisor Initials, Total hours. Rows 1-16.

Required Signatures

Designer Signature Date
Faculty Signature Date
Internship Supervisor Signature Date



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GRAPHIC DESIGN INTERNSHIP

Designer End-Semester Evaluation

Information

Designer Name

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Supervisor Name

.....

Company Name

.....

Designer Performance Evaluation and Internship 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? What was your favorite project and why? Would you recommend this company/organization to other students? Please explain.



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Point Loma Nazarene University
Department of Art + Design
3900 Lomaland Drive
San Diego, CA 92106

GRAPHIC DESIGN INTERNSHIP

Supervisor End-Semester Evaluation

Information

Designer Name

.....

Supervisor Name

.....

Company Name

.....

Performance Evaluation of Designer

Please briefly describe the designer's performance. Did their skills meet, exceed or fall short of your expectations? Have they made a valuable contribution to your company? Did the designer exhibit a positive and professional attitude? Was the designer hardworking, punctual and organized? Do you have any constructive feedback that might help the designer? Your professional assessment of the designer's performance is extremely valuable to our student designers and to our program. If you noticed areas where PLNU could improve and/or areas of strength we will use the information to assess the quality of our graphic design program.

Please email the answers to these evaluation questions and send to, courtneymayer@pointloma.edu

Thank you for your time and commitment to our student. We appreciate your professional guidance. You are playing an important role in their growth and development as a design professional!

PLNU Policies

ATTENDANCE AND PARTICIPATION

Consistent attendance is critical to your success. You are expected to arrive on time with all your materials ready to work. If an emergency arises you must send me an email prior to our class meeting. Due to the intensity of the course daily attendance is essential. If you are absent from more than 10 percent of class meetings, I have the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, you may be de-enrolled without notice. If the date of the de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade W or WF consistent with university policy in the grading section of the catalog. See Academic Policies in the undergraduate student catalog.

LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due. If you need special consideration please submit a written request. I reserve the right to modify the schedule as necessary.

ACADEMIC HONESTY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, 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. Violations of university academic honesty include cheating, plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See Academic Policies for further information.

ACADEMIC ACCOMMODATIONS

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the undergraduate student catalog.

FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by distributing all grades and papers individually). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the undergraduate student catalog.

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 Class Schedules site. No requests for early examinations or alternative days will be approved.

USE OF TECHNOLOGY

I encourage all personal media devices for "learning." Please be respectful and professional by abstaining from media use during class time if it is unrelated to the course. Food is not permitted in the Mac Lab.

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.