

PLNU Art + Design / Art 4070C Internship / 1 unit required. May take up to **6 Units** / **Spring 2020**

Courtney Mayer / **Phone** 619.733.8818 / **Email** courtneymayer@pointloma.edu / Ryan Library, Room 216B
Office Hours by Appointment / Meeting days are per your agreed schedule with your supervisor

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 Internship

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.

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**

Schedule and Internship Form Due Dates

- | | |
|-------------------|--|
| January 31 | Information Form <u>Student</u> to submit via email, courtneymayer@pointloma.edu |
| March 6 | Mid-Semester Evaluation <u>Student</u> to submit via email, courtneymayer@pointloma.edu |
| May 1 | End-Semester Evaluation Sharing Share your internship over an informal lunch noon.
Location TBD
Time Sheet + End-Semester Evaluation Forms Student and supervisor to submit via email. |

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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. Calculate the number of hours: (40 hours of on sight work) = (1 unit) is required for the major.
3. Do Online research of possible internship sites and review—people, work, about section and see if this matches what you are looking for.
5. Call or email and ask if they have 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 work. See OSV: <https://www.plnucareercenter.com/resources>. I 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 information to the organization. In the email say you will follow up in a week.
8. If you have not heard back from them call or email to follow up on opportunities. It is your responsibility to secure an internship
9. Make a schedule with the supervisor: Have an understanding of your schedule.
10. Complete paperwork: Fill out the attached forms. Return to me on the specified dates listed on the form.
11. Keep good records: Use the provided information form, time sheet, mid-semester evaluation and end-semester evaluation form to record your time and experience. Your supervisor will be asked to submit an end of semester evaluation of your performance.
12. 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!

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 will not receive any credit. Exceptions to this policy are only made in cases of extreme hardship.

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INTERNSHIP

Due as soon as you secure your internship and no later than January 31

Information Form

Intern Name

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Student ID No.

.....

Phone

.....

Email

.....

Company/Organization

Company/Organization Name

.....

Address

.....

Supervisor Name

.....

Phone

.....

Email

.....

Contact Agreement

Brief job description

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Responsibilities

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Internship beginning date

.....

Internship end date

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Numbers of hours per week

.....

Please circle credit awarded upon completion: 1 unit + 40 hours | 2 units=80 hours | 3 units=120 hours

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Required Signatures

Intern Signature

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Date

Faculty Signature

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Date

Internship Supervisor Signature

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Date

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INTERNSHIP

Time Sheet

Due Friday, May 1

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

Required Signatures

Designer Signature	Date
Faculty Signature	Date
Internship Supervisor Signature	Date

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INTERNSHIP

Student Mid-Semester Evaluation

Due Friday, March 6

Information

Intern Name

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Supervisor Name

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Company Name

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Intern Performance Evaluation and Experience

Assess your overall experience. Do you feel you are gaining knowledge and skills? Are the interactions with your supervisor and/or other team members positive? Please explain.

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INTERNSHIP

Student End-Semester Evaluation

Due Friday, May 1

Information

Intern Name

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Supervisor Name

.....

Company Name

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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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INTERNSHIP

Supervisor End-Semester Evaluation

Due Friday, May 1

Information

Intern Name

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Supervisor Name

.....

Company Name

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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 graphic design program.

Please email this evaluation to Courtney Mayer.

courtneymayer@pointloma.edu

Thank you for your time! It is greatly appreciated.

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PLNU Policies

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due, including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

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.

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 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.

PLNU ACADEMIC ACCOMMODATIONS POLICY

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See Disability Resource Center for additional information.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See Academic Policies in the Undergraduate Academic Catalog.

USE OF TECHNOLOGY

NEVER use your phone for personal reasons in an internship setting unless it is an emergency.