

PLNU Art + Design / Art 4070C* or E* Internship / 1 unit required. May take up to 3 Units / Fall 2021

GRAPHIC DESIGN FACULTY COORDINATOR

Courtney Mayer / Phone [619] 733-8818 / Email courtneymayer@pointloma.edu / Ryan Library, Hughes Lab

VISUAL ART FACULTY COORDINATOR

Lael Corbin / Phone [619] 607-0642 / Email laelcorbin@pointloma.edu / Keller 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 the boxes of these interactive forms electronically and save as a PDF. Email to your internship coordinator.

August 31 **Information Form** Student to submit via email to PLNU coordinator.

October 22 **Mid-Semester Evaluation** Student to submit via email to PLNU coordinator.

December 10 **End-Semester Evaluation Sharing** TBD
Time Sheet + End-Semester Evaluation Forms Student and supervisor to submit via email.

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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 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 3

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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INTERNSHIP

Student Intern Mid-Semester Evaluation

Due Friday, October 22

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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INTERNSHIP

Time Sheet

Due Friday, December 10

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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INTERNSHIP

Student Intern End-Semester Evaluation

Due Friday, December 10

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 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, December 10

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 graphic design program. **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*

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.

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. Late assignments will receive a 10% point reduction for each day past the deadline. 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 email 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. (See Canvas for Face-to-Face, Hybrid Format and Face-to-face Portion of the Hybrid and Online Format)

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.

* These policies are required for all academic courses.