

ART4070C-3 SP22 - Internship

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Art 4070C-3 Internship

INSTRUCTOR: Lael Corbin, MFA

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

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.

[Art4070_C&E_Syllabus.pdf](#)  (https://canvas.pointloma.edu/courses/60231/files/5061075/download?download_frd=1)

[PLNU Mission](#)

[PLNU Policies](#)

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](mailto:lorbin@pointloma.edu) (<mailto:lorbin@pointloma.edu>)

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

Course Summary:

Date	Details	Due
Fri Jan 14, 2022	 Intern Information Sheet (https://canvas.pointloma.edu/courses/60231/assignments/738780)	due by 11:59pm
Fri Mar 11, 2022	 Mid Semester Student Evaluation (https://canvas.pointloma.edu/courses/60231/assignments/738781)	due by 11:59pm
Fri Apr 29, 2022	 End of Semester Student Evaluation (https://canvas.pointloma.edu/courses/60231/assignments/738777)	due by 11:59pm

Date	Details	Due
	 End of Semester Supervisor Evaluation (https://canvas.pointloma.edu/courses/60231/assignments/738778)	due by 11:59pm
	 End of Semester Time Sheet (https://canvas.pointloma.edu/courses/60231/assignments/738779)	due by 11:59pm