

Art 4070C/E: Internship

Fall 2022

Meeting days: as agreed upon by onsite internship supervisor	Instructor title and name: Courtney Mayer, Associate Professor, Graphic Design
Meeting times: as agreed upon by onsite internship supervisor	Phone: 619.733.8818
Meeting location: onsite at internship	Email: courtneymayer@pointloma.edu
Final Exam: N/A	Office location and hours: Office location and hours: Ryan Library, Hughes Lab, 216 B Tuesday , Noon–4pm, Thursday , Noon–1pm, or by appointment for another time if needed. To schedule a Zoom or in-person meeting: Go to appointment page for this calendar (Links to an external site.) (Links to an external site.) Next, select a block of time by typing your name in it. Let me know if this appointment will be in-person or Zoom. Then save. To Join Zoom Meeting https://pointloma.zoom.us/j/93836555087 (Links to an external site.)
Additional info:	Additional info:

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.

COURSE DESCRIPTION

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

Professional Practice:

- Gain a better understanding of where you fit in with the design industry
- Gain confidence working in a professional environment
- Create good working relationships and build a network of industry contacts
- Gain exposure to new skills
- Validate your career choice
- Build professional experience for employability

Practice the process of design:

- Identify and define the design problem
- Gather, analyze and synthesize information
- Determine performance criteria for measuring success
- Develop content and context
- Generate alternative solutions and build prototypes
- Evaluate and select appropriate solutions
- Implement choices
- Evaluate outcomes

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

none

COURSE CREDIT HOUR INFORMATION

1 unit = 40 hours

2 units = 80 hours

3 units = 120 hours

COURSE SCHEDULE + FORMS (you can type into these interactive forms)

Due Friday, Friday, September 2, 2022 or as soon as you secure an internship.

Information Form: [1. Internship Information wk 1 Fall 2022.pdf](#) [Download 1. Internship Information wk 1 Fall 2022.pdf](#)

Student to submit this *saved pdf* via email, courtneymayer@pointloma.edu

Due Friday, October 21, 2022

Intern Mid-Semester Evaluation Form: [2. Internship Mid-Semester Evaluation wk 8 Fall 2022.pdf](#) [Download 2. Internship Mid-Semester Evaluation wk 8 Fall 2022.pdf](#)

Student to submit this *saved pdf* via email, courtneymayer@pointloma.edu

Due Friday, December 9, 2022 End-Semester Evaluation

Time Sheet Form: [3. Internship_Time Sheet_wk 15_Fall_2022.pdf](#) [_Download 3. Internship_Time Sheet_wk 15_Fall_2022.pdf](#)

End-Semester Intern Evaluation Form: [4. Internship_Intern End-semester Evaluation_wk 15_Fall_2022.pdf](#) [_Download 4. Internship_Intern End-semester Evaluation_wk 15_Fall_2022.pdf](#)

End-Semester Supervisor Evaluation Form of Intern: [5. Internship_Supervisor Evaluation_wk 15_Fall_2022.pdf](#) [_Download 5. Internship_Supervisor Evaluation_wk 15_Fall_2022.pdf](#)

Student and supervisor to submit these *saved pdfs* via email Courtney Mayer at, courtneymayer@pointloma.edu

Complete syllabus hard copy if you want to print out: [Art 4070 C:E Internship.Fall_2022.pdf](#) [_Download Art 4070 C:E Internship.Fall_2022.pdf](#)

ASSESSMENT AND GRADING

Pass / Fail

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. Incompletes will only be assigned in extremely unusual circumstances.

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 PoliciesLinks to an external site.](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the

development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Face-to-Face Format

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 Links to an external site.](#) in the Undergraduate Academic Catalog.

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 students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development Links to an external site.](#)

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 Links to an external site.](#) information.

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