

	<p>Department of Art + Design</p> <p>Art 4070 C/E Internship</p> <p>Number of Units: 1–3</p>
Spring 2024	

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	<p>Office location and hours:</p> <p>Office location and hours: Ryan Library, Hughes Lab, 216 B</p> <p>Tuesday, Noon–5pm, Thursday, Noon–5pm, or by appointment for another time if needed.</p> <p>To schedule a Zoom or in-person meeting:</p> <p>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.</p> <p>Let me know if this appointment will be in-person or Zoom.</p> <p>Then save.</p> <p>To Join Zoom Meeting https://pointloma.zoom.us/j/93836555087</p>

Additional info:	Additional info:
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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, January 12 or as soon as you secure an internship.

Information Form: [Art 4070 C:E Internship.1 Information Form Spring 2024.pdf](#)

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

Due Friday, March 1

Intern Mid-Semester Evaluation Form: [Art 4070 C:E Internship.2 Mid-Semester Evaluation Spring 2024.pdf](#)

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

Due Friday, April 26 End-Semester Evaluation

Time Sheet Form: [Art 4070 C:E Internship.3 Time Sheet Spring 2024.pdf](#)

End-Semester Intern Evaluation Form: [Art 4070 C:E Internship.4 Intern End-Semester Evaluation Spring 2024.pdf](#)

End-Semester Supervisor Evaluation Form of Intern: [Art 4070 C:E Internship.5 Supervisor Evaluation of Intern Spring 2024.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 Syllabus.Spring 2024.pdf](#)

ASSESSMENT AND GRADING

Pass / Fail

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. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in at the *beginning of the class session* when they are due. For each day you miss a deadline you will lose one grade point down. I will *not accept* an assignment later than 3 days past the due date, unless you have a legitimate event, illness, or death in the family and have contacted me. Please see me if you have questions or concerns. A semester Incomplete will only be assigned in extremely unusual circumstances.

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 your professor or the [Office of Spiritual Life and Formation](#).

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.

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.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Use of Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) is not permitted, and use of these tools will be treated as plagiarism.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](#).

SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix.

PLNU ATTENDANCE AND PARTICIPATION POLICY

"Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent (3 days) of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent (6 days), the student may be de-enrolled without notice until the university **withdrawal** date or, after that date, receive an "F" grade."

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.

No cellphone use other than for classroom project needs. No personal social media use, texting, or watching videos are allowed. Thank you!