

INTERNSHIP IN DESIGN | ART 4496

P A C K E T



Thank you for participating in
the <<dti>> Internship
Program. We hope that this
experience will be
successful and satisfying
for you and the intern.

In order to help us evaluate
the student and improve the
program, please take a few
minutes to fill out these forms
and return them to <<dti>>.

Be as candid as possible.
We look forward to a continued
relationship with you.

Edward Noriega, Director <<dti>>
Pamela Allen, Chair of Department of Art and Design

INTERNSHIP IN DESIGN | ART 4496 **general information**

Basic Course Description:

Experiential learning in the context of an art or design related profession. Must be approved by the department chairman and cooperating host organization or business. May be repeated for credit in the fall, spring or summer sessions.

- For three (3) hours credit, the intern must work a minimum of 120 hours—on site—with the partnering institution.
- If an intern works full-time (40 hr/week) for a minimum of 6 weeks, the student may apply for six (6) hours credit. This must be approved ahead of time by the department.
- Student and a representative from the partnering institution must sign an internship agreement at onset and supply all necessary documentation at the end of the internship term.

Responsibilities of student intern:

1. Provide all contact information (name of company; name, phone numbers and e-mail address of key contact or supervisor; mailing address, and intern position description) to the supervising faculty member .
2. Is solely responsible for the execution of all contracts, forms, documents and reports by specified dates.
3. Must provide a formal report at the end of the internship term (at least four days before grades are due in) to the supervising faculty member.
4. The formal report must include the following:
 - A formal report complete with exterior folder with name of company and name of intern and dates. An interior cover sheet must also be included in the report.
 - A well-written report describing the company worked for and accurately detailing all relevant experiences, responsibilities and tasks that provided experiential learning opportunities. This report must be a minimum of three single-spaced, word-processed pages.
 - A signed evaluation form completed by a supervising representative from the partnering institution.
 - At least three (3) photographs showing the intern in the workplace environment.
 - As applicable, printed or digital samples of creative work that the intern either was responsible for in full or in part OR visual documentation of other design related processes or tasks that were assigned.
 - A completed, signed Student Intern Feedback Form (this form is for the student intern to assess the experience with this particular institutional partner for our future reference)

Responsibilities of partnering institution:

1. Introduce the intern to the worksetting: company history, facilities, personnel policies, structure and conduct, basic business practices, and to provide authentic design-related (or near-related) experiences through tasks and expectations.
2. The supervisor assigns, monitors and evaluates tasks and projects.
3. Following completion of the internship, the supervisor completes an evaluation and recommends whether the intern deserves credit for the course.
4. While it is not mandatory, we highly recommend that the internship program be offered as a paid position with a minimum consideration of 25% above the current minimum hourly pay wage.

INTERNSHIP IN DESIGN | ART 4496 **application**

3hrs

Student Information

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Student Name: _____

Social Security Number: _____

Student ID Number: _____

Local Address: _____

Local Address 2: _____

City/State/Zip: _____

Telephone: Fax: _____

E-mail (Please print clearly): _____

Major/Contract: _____

Anticipated Graduation (year/term): _____

Citizenship: US Citizen Visa
 Permanent Resident J-1 Visa
 F-1

Sponsor Information

Company Supervisor's Name: _____

Title: _____

Company: _____

Company Address: _____

City/State/Zip: _____

Company Telephone: _____

Fax: _____

Company E-mail (Please print clearly): _____

Company URL (if available) _____

Internship Start Date: _____

End Date: _____

Required Hours Per Week: _____

Salary/Benefits (if applicable): _____



INTERNSHIP IN DESIGN | ART 4496 **application**

Internship Description and Responsibilities

Please describe the studio, institution, department or business and its activities.

Please describe internship responsibilities, including types of training and supervision provided.

Please describe the learning component(s), and /or special projects agreed upon by both intern and supervisor .

Site Supervisor Signature
Date

Student Signature
Date

Internship sites are advised to place unpaid interns on their Workers' Compensation policy.

This page to
be completed
by site
supervisor with
the student.

Sites that are sponsoring an international student for curricular practical training must attach a note on company letterhead that confirms the acquisition of a paid internship, dates internship will begin and end, and hours per week to be worked.

INTERNSHIP IN DESIGN | ART 4496 **evaluation report**

To be completed by sponsor

Date _____
 Student Name _____

Scale:	1 poor	2 fair	3 average	4 good	5 excellent
Is the intern interested in his/her work?					
Is the intern punctual in reporting to work?					
Is the intern prompt and cheerful in handling instructed tasks?					
Is the intern reliable in the execution of duties?					
Does the intern display initiative and resourcefulness?					
Does the intern function well working in a team environment?					
Does the intern display good judgement and draw correct conclusions?					
Does the intern command the respect of association and others?					
Does the intern show respect to coworkers and superiors?					
Does the intern show respect to his/her coworkers and clients?					
Has the intern made steady improvements since the start of his/her internship?					

General remarks:

I have read this report and **agree/disagree** (circle one).

Intern Signature: _____
 Intern Supervisor Signature: _____