

## PLNU Art + Design / Art 470: Internship / 2-3 Units / Spring 2016

Courtney Mayer / Office Phone: 619.849.7328 / Email: courtneymayer@pointloma.edu / Office: Salomon Theatre Room 101 / Office Hours: By Appointment

### SEMESTER PROCEDURE

1. **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. **It is your responsibility to secure an internship**
3. **Calculate the number of hours:** (40 hours of on sight work) = (1 unit) 2 units are required for the major, but can be broken up into 2 semesters if necessary.
4. **Make a schedule with the supervisor:** Have an understanding of your schedule.
5. **Complete paperwork:** Fill out the attached forms. Return to me on the specified dates listed on the form.
6. **Keep good records:** Use the provided **information form, time sheet, mid-semester evaluation and end-semester evaluation form** to record your time and experience. Your supervisor will be asked to submit an end of semester evaluation of your performance.

### GRADING POLICY

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 with verification by your work supervisor.** 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.

## Schedule and Assignments

### SESSION I

- |          |  |
|----------|--|
| Jan 15   | Student to submit via email courtneymayer@pointloma.edu <a href="#">Information Form</a>                                     |
| March 11 | Student to submit via email courtneymayer@pointloma.edu <a href="#">Mid-Semester Evaluation</a>                              |
| April 29 | Student to submit via email courtneymayer@pointloma.edu <a href="#">Time Sheet</a> + <a href="#">End-Semester Evaluation</a> |
| April 29 | Supervisor to submit via email courtneymayer@pointloma.edu <a href="#">End-Semester Evaluation</a>                           |



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GRAPHIC DESIGN INTERNSHIP

### Information Form

Designer Name
Designer ID No.
Phone
Email

### Company/Organization

Company/Organization Name
Address
Supervisor Name
Phone
Email

### Contact Agreement

Brief job description
Graphic designer's job responsibilities
Internship beginning date
Internship end date
Numbers of hours per week
Please circle credit awarded upon completion: 2 units=80 hours | 3 units=120 hours

### Required Signatures

Designer Signature Date
Faculty Signature Date
Internship Supervisor Signature Date



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GRAPHIC DESIGN INTERNSHIP

Time Sheet

Table with 8 columns: Week, M, T, W, Th, F, Supervisor Initials, Total hours. Rows 1-16.

Required Signatures

Designer Signature \_\_\_\_\_ Date \_\_\_\_\_
Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_
Internship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



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GRAPHIC DESIGN INTERNSHIP

## Designer Mid-Semester Evaluation

### Information

Designer Name

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Supervisor Name

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Company Name

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### Designer Performance Evaluation and Internship 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.