

PLNU Art + Design / Art 470: Internship / 1-3 Units, 1 unit required / Fall 2016

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

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 becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Art 470 Graphic Design Internship

An internship is a supplemental educational opportunity to explore career options and develop skills related to the visual art, art education, or graphic design industry, build confidence and develop professional networks.

COURSE LEARNING OUTCOMES

- › Practice **professionalism by using good 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 in teams
- › Practice using a comprehensive **design process**
- › Understand and respond to **audience** and **design contexts**: cognitive, social, cultural, technological and economic
- › Demonstrate advanced level design using **typography, image** and **message** by applying **visual principles, 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**
- › **Think** comprehensively about unified **visual systems**
- › Be mindful of **environmentally sustainable strategies** and practices

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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 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) 1 unit is required for the major, but you may take up to 3 units.
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

- Sept. 9 Student to submit via email courtneymayer@pointloma.edu [Information Form](#)
- Oct. 21 Student to submit via email courtneymayer@pointloma.edu [Mid-Semester Evaluation](#)
- Dec. 16 Student to submit via email courtneymayer@pointloma.edu [Time Sheet + End-Semester Evaluation](#)
- Dec. 16 Supervisor to submit via email courtneymayer@pointloma.edu [End-Semester Evaluation](#)

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INTERNSHIP

Information Form

Intern Name _____

Intern ID No. _____

Phone _____

Email _____

Company/Organization

Company/Organization Name _____

Address _____

Supervisor Name _____

Phone _____

Email _____

Contact Agreement

Brief job description _____

Intern's job responsibilities _____

Internship beginning date _____

Internship end date _____

Numbers of hours per week _____

Please circle credit awarded upon completion: 1 unit=40 hours | 2 units=80 hours | 3 units=120 hours _____

Required Signatures

Designer Signature _____	Date _____
Faculty Signature _____	Date _____
Internship Supervisor Signature _____	Date _____

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INTERNSHIP

Time Sheet

Week 1	M	T	W	Th	F	Supervisor Initials	Total hours
Week 2	M	T	W	Th	F	Supervisor Initials	Total hours
Week 3	M	T	W	Th	F	Supervisor Initials	Total hours
Week 4	M	T	W	Th	F	Supervisor Initials	Total hours
Week 5	M	T	W	Th	F	Supervisor Initials	Total hours
Week 6	M	T	W	Th	F	Supervisor Initials	Total hours
Week 7	M	T	W	Th	F	Supervisor Initials	Total hours
Week 8	M	T	W	Th	F	Supervisor Initials	Total hours
Week 9	M	T	W	Th	F	Supervisor Initials	Total hours
Week 10	M	T	W	Th	F	Supervisor Initials	Total hours
Week 11	M	T	W	Th	F	Supervisor Initials	Total hours
Week 12	M	T	W	Th	F	Supervisor Initials	Total hours
Week 13	M	T	W	Th	F	Supervisor Initials	Total hours
Week 14	M	T	W	Th	F	Supervisor Initials	Total hours
Week 15	M	T	W	Th	F	Supervisor Initials	Total hours
Week 16	M	T	W	Th	F	Supervisor Initials	Total hours

Required Signatures

Designer Signature	Date
Faculty Signature	Date
Internship Supervisor Signature	Date

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INTERNSHIP

Intern Mid-Semester Evaluation

Information

Designer Name

.....

Supervisor Name

.....

Company Name

.....

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.

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INTERNSHIP

Intern End-Semester Evaluation

Information

Designer Name

.....

Supervisor Name

.....

Company Name

.....

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.

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Point Loma Nazarene University
Department of Art + Design
3900 Lomaland Drive
San Diego, CA 92106

INTERNSHIP

Supervisor End-Semester Evaluation

Information

Designer Name

Supervisor Name

Company Name

Performance Evaluation of Designer

Please briefly describe the designer's performance. Did their skills meet, exceed or fall short of your expectations? Have they made a valuable contribution to your company? Did the designer exhibit a positive and professional attitude? Was the designer hardworking, punctual and organized? Do you have any constructive feedback that might help the designer? Your professional assessment of the designer's performance is extremely valuable to our student designers and to our program. If you noticed areas where PLNU could improve and/or areas of strength we will use the information to assess the quality of our graphic design program. **Please mail or email this evaluation to Courtney Mayer.**

Thank you for your time! It is greatly appreciated.

PLNU Policies

ATTENDANCE

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 in the Undergraduate Academic Catalog.

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. I reserve the right to modify the schedule as necessary.

ACADEMIC HONESTY

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.

ACADEMIC ACCOMMODATIONS

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) within the first two weeks of class to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at DRC@pointloma.edu. See Disability Resource Center for additional information.

FERPA POLICY

In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by distributing all grades and papers individually). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the "Information Release" section of the student portal. See Policy Statements in the undergraduate student catalog.

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. No requests for early examinations or alternative days will be approved.

USE OF TECHNOLOGY

I encourage all personal media devices for "learning." Please be respectful and professional by abstaining from media use during class time if it is unrelated to the course.

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.