

PLNU Art + Design / Art 4070: Internship / 1 unit required. May take up to 3 Units / Fall 2019

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Office Hours By Appointment / Meeting days are per your agreed schedule with your supervisor.

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 4070C Internship

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

### COURSE LEARNING OUTCOMES

- › Practice professionalism by using excellent 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
- › Understand and respond to individual and/or organizational need: cognitive, social, cultural, technological or economic
- › Demonstrate advanced level art and/or design visual principles and 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

## Schedule and Internship Form Due Dates

- Sept. 13 **Information Form** Student to submit via email, [lcorbin@pointloma.edu](mailto:lcorbin@pointloma.edu)
- Oct. 4 **Email Check-in** Send Lael an email and briefly describe how things are going
- Oct. 23-30 **Mid Semester Meeting** Schedule a 20 minute meeting with Lael to discuss Mid-Semester Evaluation
- Oct. 29 **Mid-Semester Evaluation** Student to submit via email, [lcorbin@pointloma.edu](mailto:lcorbin@pointloma.edu)
- Nov. 22 **Email Check-in** Send Lael an email and briefly describe how things are going
- Dec. 13 **End-Semester Evaluation Sharing** Share your internship over an informal lunch in K109 at noon
- Dec. 13 **Time Sheet + End-Semester Evaluation Forms** Student and supervisor to submit via email,

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#### 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. Calculate the number of hours: (40 hours of on sight work) = (1 unit) is required for the major.
3. Do online research of possible internship sites and review—people, work, about section and see if this matches what you are looking for.
5. Call or email and ask if they have any available internships during the session you are interested in and the protocol for applying. Who should you address communications to? What do they want to see? In what format?
6. Prepare your resume, a cover letter, and a link to your work. See OSV first about cover letter and resume writing, then see me as a second review. I recommend putting your work on a free Behance site. To get a Behance site you register, choose a username and password and load your file (acceptable formats—jpg, .gif and .png). Only put up your strongest work.
7. Submit the required information to the organization. In the email say you will follow up in a week.
8. If you have not heard back from them call or email to follow up on opportunities. It is your responsibility to secure an internship
9. Make a schedule with the supervisor: Have an understanding of your schedule.
10. Complete paperwork: Fill out the attached forms. Return to me on the specified dates listed on the form.
11. 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.
12. Be Professional: Never use your phone or use social media in the work setting unless it is required for work. Be proactive. Be polite. Be of service. Be open. Be humble. Be honest. Ask questions! Clearly communicate. Have fun!

#### ASSESSMENT AND GRADING

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.

## PLNU Policies

### 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.

### 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.

### 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.

### PLNU ACADEMIC ACCOMMODATIONS POLICY

If you have a diagnosed disability, please contact PLNU's Disability Resource Center (DRC) to demonstrate need and to register for accommodation by phone at 619-849-2486 or by e-mail at [DRC@pointloma.edu](mailto:DRC@pointloma.edu). See Disability Resource Center for additional information.

### PLNU ATTENDANCE AND PARTICIPATION POLICY

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.

### USE OF TECHNOLOGY

NEVER use your phone for personal reasons in an internship setting unless it is an emergency.