

INTERNSHIP REQUIREMENTS FOR BUSINESSES

Thank you for taking an interest in our graphic design internship program. Please note the following is required for all internship prospects for our Art + Design program. Attached is the sample contract that would need to be signed should your company be approved for our program.

Graphic design majors must complete the capstone course, {ART 4363} Graphic Design Internship in order to complete their degree requirements. Internships offer students hands-on training combined with real world experience, and graphic design internship programs offer students the opportunity to develop their talents and apply them in a work setting. This required course is vital for the student to build an impressive portfolio and beneficial to companies/agencies in visual communication.

If you are interested in participating in our ASTATE student internships program, you will be required to answer a few questions for a business profile sheet (see below). This step is vital to maintain the quality and integrity of our program in order to best match students and businesses based on skillsets, preferences and locations.

An internship is a temporary job at a design consulting firm, advertising agency, in-house design office, or similar environment that is geared toward an upper-level student about to graduate and enter the career as a professional. Internships last for one school semester, an entire summer or one summer term as long as the required hours are met.

IT IS IMPORTANT TO NOTE THE FOLLOWING

1. Although students are responsible for finding their own internships, the department coordinator and/or the student advisor must approve all businesses prior to class registration each semester. Approval is dependent upon meeting the requirements the coordinator and Art + Design faculty put into place.
2. Participating businesses are not guaranteed an intern.
3. The design profession is a competitive choice for both the prospective employer as well as the intern. Students are aware of the internships that compensate, provide the best experiences and offer appropriate creative opportunities for their portfolios. The cost for a student to take a one 3-hour internship class costs up to \$1,000.00 in tuition and fees.

Although compensation is not required for our graphic design majors, our program and its faculty appreciate businesses who keep the integrity of our discipline of value by not asking students to work for free.

4. Students must register for internships at the time of class registration each semester. So businesses requesting interns should note class registrations dates, typically around mid semester.
5. Internships are available throughout the school year, however, {summer and spring} are given priority.
6. Interns are required to work on site on company-owned equipment and software. Interns will not be allowed to use their classroom labs or personal resources for internship responsibilities. Professional software such as the Adobe Creative Suite is required for intern use.
7. The graphic design coordinator may visit the intern and their supervisor on-site prior to the end of the semester at any time.
8. All weekly and final reports must be emailed to the internship coordinator or student advisor. These reports are confidential and must come directly from the supervisor and not the student.
9. Please note, work created during the internship session will be posted online for critique before the end of the semester and be evaluated along with weekly and final reports as well as possible observation from the on-site observation. The work created for your business will be shown in the student's portfolio.
10. Summer internships require one term as 28.8 hours per week and two terms as 14.4 hours per week, depending on which session registered. Fall and spring internships require 9 hours a week.

Occasionally, but rarely (like 2 in over 20 years), problems with a student intern may arise. Our students understand that this is a professional job and they are considered a part of your creative "team" and are required to treat it as such. They can be "fired". Students, may also terminate the internship with a 2-week notice.

Typically if things aren't working out for one, it's likely not working out for both. If no resolution between intern and internship can be found, either party may terminate the internship. Notice to the coordinator is required.

Please keep the internship program coordinator updated on issues or problems that may arise in hopes of finding solutions before it becomes a serious problem.

**Questions? Need more information? Please contact the internship coordinator:
Professor Kim Vickrey kvickrey@astate.edu**

TO THE BEST STUDENT FIT FOR YOUR BUSINESS, PLEASE ANSWER THE FOLLOWING AND FORWARD TO: Professor Kim Vickrey, kvickrey@astate.edu

NAME OF BUSINESS:

INTERNSHIP CONTACT PERSON:

ADDRESS:

PHONE:

EMAIL:

WEBSITE:

PRIMARY NATURE OF BUSINESS (AGENCY, CORPORATION, BOUTIQUE, MAGAZINE, ETC.)

PERCENTAGE OF WEB/VIDEO MATERIAL PRODUCED:

SAMPLES OF CURRENT WEB/VIDEO WORK. *{PLEASE ATTACH OR PROVIDE LINK}*

PERCENTAGE OF COLLATERAL MATERIAL PRODUCED:

SAMPLES OF CURRENT COLLATERAL WORK. *{PLEASE ATTACH OR PROVIDE LINK}*:

NUMBER OF EMPLOYEES INTERN MAY BE WORKING WITH:

IS THIS POSITION PAID OR UNPAID?

WILL YOUR INTERN BE WORKING ON SITE?

WILL YOUR INTERN BE WORKING ON A DEDICATED COMPUTER?

PLEASE LIST THE SOFTWARE INTERN WILL BE WORKING ON: