



ARKANSAS STATE UNIVERSITY

Department of
Art+Design

GRFX-4603 GRAPHIC DESIGN INTERNSHIP REQUEST FORM

This form must be completed and signed, then submitted to the Department of Art + Design office to enroll in GRFX-4603 Graphic Design Internship. The course will not appear on the student's schedule of classes until this form has been signed by all parties and processed by the Department of Art + Design. *This form can be filled out digitally or it may be printed. If filling out digitally, please DO NOT hit Return after your last word entered in the box.*

COURSE TITLE: Graphic Design Internship **TERM:** **CRN:**

COURSE #: GRFX-4603- **FACULTY INSTRUCTOR:**

INSTRUCTOR A-STATE E-MAIL:

STUDENT NAME:

STUDENT ID #:

STUDENT A-STATE E-MAIL:

PROPOSAL AND AGREEMENT

Before the student may be enrolled in GRFX-4603 Graphic Design Internship, the student, the student's Internship Supervisor and the Faculty Instructor must agree on the content, procedure, and expectations of the course. This section will form the basis for evaluating the student's work.

1. The student will be an intern in a professional setting with duties appropriate to the profession of graphic design.

INTERNSHIP SITE NAME:

INTERNSHIP SITE ADDRESS:

INTERNSHIP SUPERVISOR NAME:

INTERNSHIP SUPERVISOR E-MAIL:

INTERNSHIP SUPERVISOR PHONE:

2. The student must be actively engaged in design-related activities for a **total of 144 hours** in order to receive class credit. Mark an X next to the term and accompanying time schedule for this internship. *Please mark only one.*

FALL OR SPRING TERM: The student will be actively engaged in design-related activities for a minimum of **9 hours per week** for the full **15-week** semester term.

SUMMER 1 OR SUMMER 2 TERM: The student will be actively engaged in design-related activities for a minimum of **28.8 hours per week** for one of the full **5-week** summer terms.

SUMMER 1 AND SUMMER 2 TERMS: The student will be actively engaged in design-related activities for a minimum of **14.4 hours per week** during both of the summer terms for a total of **10 full weeks**. *Note: If student chooses this option, it is only necessary to register for the Summer 1 term. Do not be charged twice for both terms.*

3. REQUIRED PROGRESS REPORTS:

Internship Supervisor's responsibilities:

- The supervisor must complete at least 4 Progress Report Forms briefly detailing the projects in which the student participated and a performance evaluation during the internship. We estimate this should take approximately 10-15 minutes to complete each time. *These must be completed when requested or the student may not pass the class.*
- It is up to the Internship Supervisor if they wish to share the reports with the student; however, the e-mail to the Faculty Instructor must be sent from the supervisor unless otherwise specified. An e-mail with the report sent from a student's account will not be accepted.

Student's responsibilities:

- A course objective is to learn how to communicate professionally. Therefore, it is the student's responsibility to ensure these reports are completed when requested.

4. FINAL CONFIDENTIAL REPORT REQUIRED BY INTERNSHIP SUPERVISOR:

• Internship Supervisor's responsibilities:

- An Internship Final Report Form provided by the student must be completed by the Internship Supervisor must be sent by e-mail to the Faculty Instructor prior to the end of finals for the given semester/summer term.

• Student's responsibilities:

- It is the student's responsibility to acquire the Internship Final Report Form from the Faculty Instructor and present it to the Internship Supervisor with sufficient time for the report to be completed and returned to the Faculty Instructor prior to the end of finals.
- It is also the student's responsibility to inform the Internship Supervisor of the due date in relation to A-State's finals schedule.
- The student must check with the Internship Supervisor that the report has been turned in; however, the e-mail must be from the Internship Supervisor. E-mails from students will not be accepted.
- *This must be completed by the deadline stated above or the student may not pass the class.*

5. FINAL REPORT REQUIRED BY STUDENT:

- **One week prior to the end of the internship**, the student must present a typed paper documenting the work done at the internship site and present it to the Faculty Instructor.
- The document should be created in a program that will create a multi-page PDF.
 - The document must include visual examples of all work with which the student was involved over the course of the internship. Verbal explanations of meetings, events, pitches, etc. are also encouraged to include to benefit the student's final grade.
 - The final product(s) should be clear, professional, and appropriate to the internship experience. There is no specific length requirement unless Faculty Instructor provides one, but the materials should give a sense of the accomplishments achieved during the internship. Collectively, the materials should present a picture that documents the student's learning experience during the internship.
 - This work will be kept only between the student and Faculty Instructor; therefore, this will not violate any existing Non-Disclosure Agreements.
 - Faculty Instructor may require student to meet at the time the final report is due to discuss the merits of the internship experience.
 - *No grade will be determined without this paper and support material! This must be completed by the deadline stated above or the student may not pass the class.*

6. FINAL EVALUATION BY A-STATE FACULTY INSTRUCTOR:

This is a capstone course. It is expected the student's work will meet performance expectations for a senior graphic design major. **Professionalism** should also be a major part of both Progress Reports and Final Evaluations from the Intern Supervisor. The class grade will be comprised of the following (percentages are approximate):

- 30% - Progress Reports (*see minimum required, responsibilities of both Internship Supervisor and Student*)
- 30% - Intern Supervisor Final Evaluation (*see responsibilities of both Internship Supervisor and Student*)
- 30% - Student's Final Report
- 10% - Faculty Instructor's Evaluation of Work Created

7. ACADEMIC INTEGRITY POLICY OF THE DEPT. OF ART + DESIGN:

The Academic Integrity Policy of the Dept. of Art + Design is taken very seriously. Academic integrity calls for students to do their own work and not to claim as their work anything someone else has done. Intellectual growth calls for doing one's own work; so does academic honesty. Plagiarism includes doing a direct copy of work created by another designer/artist and claiming the credit. Plagiarism will not be excused.

8. The resources, equipment, and facilities used will be those of the internship site. *See COVID-19 Precautions below.

9. COVID-19 PRECAUTIONS:

- Student must follow all regulations of the intern site in regards to personal safety. Intern site must allow student to wear a mask if he/she/they choose to do so for personal safety even if the site does not require masks.
- If a student feels sick or has been in contact with someone who is sick, the student should stay home. This will be an excused absence and the student is eligible to work from home if necessary and if possible.
- If a required "Work at Home" is issued from Arkansas State University and the university requires faculty, students and staff to work off-campus, interns will be required to work remotely and may not be allowed to work face-to-face for all or partial semester at the business site. However, students are allowed to use their personal equipment and software for their internship responsibilities if this is required and possible.

ARKANSAS STATE UNIVERSITY'S DEPT. OF ART + DESIGN IS EXTREMELY THANKFUL FOR THE OPPORTUNITY THE INTERNSHIP SITE AND ITS SUPERVISOR EXTEND TO OUR STUDENTS.

If any of those signing below have questions, please do not hesitate to contact the A-State Faculty Instructor.

Student must obtain digital signatures in the order shown below signified by STEPS.

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| • Advisor Signature: | STEP #1 | • Intern Supervisor Signature: | STEP #3 |
| • Student Signature: | STEP #2 | • Faculty Instructor Signature: | STEP #4 |