INTERNSHIP AGREEMENT FORM: GRAPHIC COMMUNICATION

The purpose of this form is to create a detailed commitment between the student completing the internship and the organization. Student must have completed all Lower Level Courses and be accepted into the GC Concentration to be eligible; and successfully completed ART3021-Publication Design.

Instructions
- Students should complete Part I
- The organization should fill out Part II.
- Both should discuss expectations and sign the form in Part III.

The student should take the completed and signed form to the Coordinator of Graphic Communication Internships prior to the first day of the internship. More instructions on last page.

Please review the internship definition below:
The School of Art And Design (SOAAD) defines an internship as a meaningful and carefully monitored engagement in design and business activities that would benefit/enhance the student’s career. Preferably, the student must be working under the supervision of an Art Director or senior level designer who should be specific about what the intern’s duties will be. Not all internships will be able to be substituted for course credits, unless the interns’ duties meet the specific course competencies and course objectives. During the remaining 80% of the time the interning student must have full exposure to a range of design projects and keep a journal plus a portfolio of works so as to obtain credit.

It is very important that the student is provided with clear learning goals that encompass:
- Defined expectations
- Orientation and training
- Supervision and mentoring
- Evaluation of the experiences by both student and Internship Supervisor
- Real work. While all entry-level positions involve clerical work, daily tasks in an internship should be *substantive, with less than 20% clerical work. During the remaining 80% of the time the interning student must have full exposure to a range of design projects and keep a journal plus a portfolio of works so as to obtain credit.

*Please see the last page for examples of substantive tasks interns can perform.

Fall/Spring Semester internships:
Students must register for an approved 3-credit Internship the semester before the internship begins. The students must work between 10-20 hours per week during the entire semester, unless other times have been approved.

Summer internships:
Part-time, 6-10 weeks, 15-30 hours a week.
Full-time, 6-8 weeks, 31+ hours per week (or as needed by the company).
I. STUDENT INFORMATION

(must be discussed with the Career and Internship Advisor and completed by student)

Student Name:_______________________________________________________________________________

Campus:____________________________________________________________________________________

Graduation Year:______________________________________________________________________________

Major:____________________________Minor:________________________________________________________

Current Address:

STREET CITY STATE ZIP

Telephone:________________________Email:________________________________________________________

Semester of Internship  □ Fall  □ Spring  □ Summer  Year __________________

How does this internship fit into your future career plans?

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

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Learning Objectives:

Learning objectives differ for each course. Please see "NOTE" at end of document.

Below is a list of objectives for ART 3022: Pre-Press

• Understanding offset printing and content related to press ready files
• Understanding process color, spot color, crop marks, bleeds, color separation, die lines, etc
• Choosing paper, binding and finishing.
• Convert files for different color spaces, such as those for commercial printing.
• Identify pixel based and object-based graphics and their preparation for printing.
• Identify the differences between native file formats and saving files in various formats.
• Correctly setting up files that meet printing industry standards for prepress.
• Understanding image resolution, file formats, etc.
• Creating final Acrobat PDFs for printing according to printer specifications.
• Other skills deemed necessary by the interning company.
II. ORGANIZATIONAL INFORMATION
(must be completed by internship supervisor and discussed with student)

Name of Organization:_________________________________________________

Supervisor: _________________________________________________________

Title: ___________________________Department: _________________________

Work Site Address:
___________________________________________________________________

STREET CITY STATE ZIP

Telephone : _________________Email: ________________________________

Type of Work Done by Employer: ______________________________________

The term of the internship will be from:
_______________________, 20_____ to ______________________, 20_____

The intern will be expected to work ________________ hours per week.

This internship is:
☐  Paid*
☐  Unpaid
☐  Other

*The organization will pay $_____________ per hour ☐ month ☐ semester to the intern.

Please specify any other forms of compensation that will be made by the organization to
the intern (i.e. travel reimbursement, etc.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Intern’s Title: __________________________________________________________

Description of work intern will accomplish (May be attached).
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Describe the career related skills the intern will develop (May be attached).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe the training and onsite supervision (May be attached).

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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Who will provide the supervision?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

III. SIGNATURES (to be completed by student and intern supervisor)

The student and the supervisor have discussed job duties, learning goals, pay (if a paid internship), and expected hours. The student and supervisor have or will discuss relevant policies and procedures and conduct and deportment in the workplace.

Signed (Student):

__________________________________________________________ (date)_________

Signed (Intern Supervisor):

___________________________________________________________(date)________

The student should deliver a copy of this completed and signed form to the Graphic Communication Concentration Internship Coordinator prior to the first day of the internship, for their signature.

Signature: (Graphic Communication Concentration Internship Coordinator):

________________________________________________________________________ (date)________
*Internship Examples of Substantive Tasks*

- Research
- Working with typography
- Designing publications
- Keeping an ongoing journal of work done
- Working with the Adobe Creative Suite of applications
- Opportunities to view or participate in the work of other departments
- Staff meetings or workshops open for the intern to attend
- Opportunities for increasing responsibility
- Communicating with Coordinator of Graphic Communication Internships to discuss progress

**NOTE:**

Students MUST seek and have an internship approved the semester before. The internship agreement form must be completely filled out with signatures from student and the internship supervisor after the company offering the internship has been properly vetted by the Career & Internship Advisor in the Dept. of Career Planning & Development, and the Coordinator of Graphic Communication Internships.

If a student is seeking to substitute the internship for a specific course, the student must be certain that the criteria and course competencies will be met. The student will keep a digital portfolio of design work that demonstrate those competencies, with clearly written documentation. This documented portfolio of design work MUST be turned in to the Coordinator of Graphic Communication Internships at the end of the internship to be assigned a final grade for the course.

Internships requested for course substitution will only be approved if the course is not being offered that semester and the student needs it to be able to graduate then. On the other hand, if the course is being offered that semester the student must sign up for and take the course, unless there are no available seats in the course and approval is granted by the concentration coordinator.

Students seeking to substitute an internship for Pre-Press, Design Practicum, or other upper level course, must meet with the Coordinator of Graphic Communication Internships, and must have completed all prerequisite courses.