

**ADES 4700**

PROFESSIONAL  
INTERNSHIP

# course syllabus // documentation materials //

Hepi Wachter, Internship Supervisor  
*ART 4700/Professional Internship*

**COURSE FOCUS**  
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The professional internship course gives students the opportunity to learn about the business of design. Students are placed in a professional working environment and are expected to effectively meet whatever design or design management challenges they have been assigned by their work supervisor. In addition to the actual time spent on the job, the following assignments must be met to satisfy the requirements necessary to earn 3 credit hours allocated to this class. All of the assignments must be successfully completed by the last day of class published in the UNT academic calendar; each assignment affects the tabulation of the student's final grade.

**INTERNSHIP  
EVALUATION**  
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**75% OF FINAL GRADE**

The intern's work supervisor must complete this form. The overall evaluation of the student's performance is based on:

1. Attitude
2. Commitment
3. Attendance
4. Work contribution

The quality and quantity of work completed by the student must also be factored into this evaluation by the work supervisor.

**MID-TERM PROGRESS  
REPOR 60h**  
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**20% OF FINAL GRADE**

The report is completed by the student *and emailed to the faculty coordinator* after completion of 60 work hours. It forms the basis for evaluative discussions between the faculty coordinator and the interns' work supervisors. The form also allows the student to share their thoughts and opinions about their work experience.

**FINAL REPOR 120h**  
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**30% OF FINAL GRADE**

The final report is completed by the student *and emailed to the faculty coordinator* after completion of 120 work hours. The paper should be a minimum of three pages, 1 inch margin, 11 point font and double spaced and should clearly account for and critically analyze the student's entire working experience during his or her internship.

**Budget Exercise**

**20% OF FINAL GRADE**

**Employers Evaluation**

**30% OF FINAL GRADE**

**STUDENT SUBMISSION**  
.....

please upload all documents to the respective CANVAS folder



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**course contract // sign it! //**

By signing below, the student intern agrees to the following conditions re: the facilitation of and responsibilities assumed in enrolling in ART 4700:

**COURSE PROTOCOL** .....

1. The student is aware that (s)he is a representative of the University of North Texas College of Visual Arts and Design Department, and will therefore comport him/herself in a professional and responsible manner throughout the duration of his/her internship experience.
2. During the course of spring, summer or fall semester internships, the student agrees to work no more than 20-25 hours a week for the duration of the internship (except for summer internships) and no less than 120 hours overall.
3. The student agrees to arrive at work at the times agreed to by him/her and the work supervisor.
4. The student will report an inability to attend his/her pre-arranged work time at his/her internship site by contacting the faculty internship coordinator and work supervisor. Hours missed should be made-up by special arrangement. Work should not be missed because of the demands of classwork or for personal reasons. Effective time management will be crucial to the student's success in this endeavor.
5. The student understands that the work for the internship has to be completed by the last day of fall class published in the UNT academic calendar. Uncompleted hours and assignments will result in an F grade for the course.
6. The student agrees to turn all required work in by the deadlines assigned by his/her work supervisor. Late work will not be accepted except by special arrangement with the faculty coordinator.
7. The student understands that if their work supervisor should terminate his or her placement prior to the end of the semester, a failing grade will be assigned for this course.
8. The student agrees to keep any proprietary information learned during the course of their internship confidential. This may necessitate the signing of a non-disclosure agreement.
9. The faculty internship coordinator reserves the right to change the syllabus and/or student agreement at any time. Interns will be notified of any such changes.

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**STUDENT NAME (PRINT)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**INTERNSHIP LOCATION** \_\_\_\_\_

**WORK SUPERVISOR** \_\_\_\_\_

**WORK SUPERVISOR EMAIL** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_



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***mid-term progress report // student copy //***

Hepi Wachter, Internship Supervisor  
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PROGRESS REPORT

DEADLINE

.....

Complete (by the student) the mid-term progress report after 60 hours of work.

**STUDENT** \_\_\_\_\_

**WORK SCHEDULE** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_

Complete the following questions:

1. What duties have you been performing during your internship?

2. What responsibilities are associated with these duties?

3. Have you discussed other learning opportunities with your supervisor other than those listed above?  
If yes, please describe these briefly.

4. Please describe the insight regarding professional communication design, art direction or interaction design that has proved most valuable to you during the first half of your internship?

5. What else would you like to accomplish during the course of your internship?



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# *evaluation form // work supervisor copy //*

Hepi Wachter, Internship Supervisor  
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**EVALUATION FORM**

**DEADLINE**

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Evaluation Form to be completed by the Work Supervisor and submitted to me, Hepi Wachter, the Internship Supervisor after completion of 120 internship hours  
**(This form can be scanned and emailed to me: [hepi.wachter@unt.edu](mailto:hepi.wachter@unt.edu))**

**NAME OF STUDENT INTERN** \_\_\_\_\_

**NAME OF INTERNSHIP VENUE** \_\_\_\_\_

**SUPERVISOR NAME (PRINTED) + SIGNATURE** \_\_\_\_\_

The professional internship course gives student participants the opportunity to learn more about the business side of design. Each student is placed in a professional working environment and is expected (as much as this is actually possible) to effectively meet whatever design and design management challenges they have been assigned by their work supervisor. The UNT Design Department faculty require that Work Supervisors evaluate their student interns. Please complete this evaluation and return one copy of it to the Internship Supervisor and another copy to the student after completion of 120 internship hours.

Please assess the student's performance by circling the numbers which best describe their contributions. Use the following scale.

**1>FAILING 2>BELOW AVERAGE 3>AVERAGE 4>ABOVE AVERAGE 5>EXCELLENT**

|                                  |   |   |   |   |   |
|----------------------------------|---|---|---|---|---|
| Ability to work with others      | 1 | 2 | 3 | 4 | 5 |
| Willingness to learn             | 1 | 2 | 3 | 4 | 5 |
| Ability to solve problems        | 1 | 2 | 3 | 4 | 5 |
| Creativity in problem solving    | 1 | 2 | 3 | 4 | 5 |
| Follows instructions well        | 1 | 2 | 3 | 4 | 5 |
| Initiative, assertiveness        | 1 | 2 | 3 | 4 | 5 |
| Speed of completion of work      | 1 | 2 | 3 | 4 | 5 |
| Computer skills                  | 1 | 2 | 3 | 4 | 5 |
| Time management                  | 1 | 2 | 3 | 4 | 5 |
| Punctuality                      | 1 | 2 | 3 | 4 | 5 |
| Attendance, physically, mentally | 1 | 2 | 3 | 4 | 5 |
| Quality of work                  | 1 | 2 | 3 | 4 | 5 |
| Ability to handle criticism      | 1 | 2 | 3 | 4 | 5 |
| Attitude at work                 | 1 | 2 | 3 | 4 | 5 |

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***final report*** // student copy //

Hepi Wachter, Internship Supervisor  
*ART 4700/Professional Internship*

**FINAL REPORT**

**DEADLINE**

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Final Report (to be completed, and emailed to me [hepi.wachter@unt.edu](mailto:hepi.wachter@unt.edu), by the student after completion of 120 work hours and no later than the last day of class, published in the UNT academic calendar.

The format of the final report shall be as follows:

1. The paper must be typed.
2. The paper should be a minimum of 1,200 words approximately three pages, 1 inch margin, 11 point font and double spaced.
3. The paper should have a title sheet that included the following information:
  - a. Student's name
  - b. Name and address of company
  - c. Name and address of student's supervisor
  - d. Course name, number and section
  - e. Date
4. The contents of the paper must include:
  - a. Description of the company at which you worked
  - b. Description of your goals for the internship and the extent and how that they were met
  - c. Description of the job(s) you performed during the course of your internship
  - d. Comparison of your initial perceptions and expectations about your internship with the realizations you had formed by the end of this experience. Reflect in depth.
  - e. Description of the most significant things you learned as the result of your internship and how this will affect your academic learning and professional development.
  - f. Your thoughts about your future career now that you've had a professional internship. Reflect in depth.
5. Include any available samples (up to 3) of any projects with which you were involved. Along with the samples, describe your involvement.