ADES 4700 UX Professional Internship Course Syllabus

This course is administered on Canvas and has no course meeting times other than your work hours during your internship. Communicate and reach your course instructor through the Canvas platform. Communicate with your academic instructor through Canvas.

Course Focus
The professional internship course gives student participants the opportunity to learn more about the business side of communication design and advertising. Each student will secure their own Internship with a professional working environment and is expected to effectively meet whatever UX design 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 the 3 (three) credit hours allocated to this learning experience. All of these assignments must be successfully completed by 5 pm CST on the last day of the fall semester; each of them affects the tabulation of the student’s final grade. Semester work hours are restricted to 20 hours per week. Summer break internships can be up to 40 hours per week. If you take an internship during the summer break, enroll in ADES 4700 UX during the fall semester for course credit even if the work was completed during the summer.

Internship Evaluation — 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. A 100 to 150 word narrative by the supervisor will be suffice.

Mid-Term Progress Report or after 60 work hours— 10% of final grade
The report is completed by the student and submitted to the internship faculty coordinator by 5 pm CST the week of fall midterm. 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. Questions for the Mid-term report or 60 hour Work hours report are available in a separate form.
**final Report after 120 work hours — 15% of final grade**
The final report is completed by the student and turned in to the internship faculty coordinator by 5 pm CST by the end of final day of class of the fall term. The paper should be a minimum of three pages and should clearly account for and critically analyze the student’s entire working experience during his or her internship.

*final grades are also subject to the stipulations found in the Student Agreement.*

**Student Agreement (2 pages; please print both out, staple together, read, sign and return to the black folder on my Office Door, room 207, The Art Building)**
*M. R. Gibson, Internship Supervisor*
*ART 4450/Professional Internship/Spring Semester 2010*

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

1. The student is aware that (s)he is a representative of the University of North Texas College of Visual Arts and Design Communication Design Program, 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 fall semester internships, the student agrees to work no more than 20 hours a week for the duration of the internship. Summer break internships are also allowed for academic fall credit. Fall break internship hours can be up to 40 hours per work week.

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 faulty 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 period for fall semester internships covers the time from the date of placement until 5 pm CST, last day of class of the fall term.

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 through the Canvas learning platform.

Student agreement is on the next page
Student ADES 4700 UX agreement

Please upload the report to the Canvas course platform

Student name (print)_________________________________________________________

Student Signature_________________________________________________________ Date____________________

Internship location________________________________________________________

__________________________________________________________________________

Work Supervisor ____________________________________________________________

Work Supervisor email & phone number ________________________________________
Mid-Term Progress or after 60 hours Report (to be completed by the student)

Please upload the report to the Canvas course platform

Student _______________________________

Work Schedule__________________________

Company______________________________

Supervisor_____________________________

Complete the following questions and return this form to me by 5 pm CST, March 23, 2010:

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?
Evaluation Form (both pages of this document are to be completed by the Work Supervisor and submitted to the Internship Supervisor before 5 pm CST last day of class of the fall term) hepi.wachter@unt.edu

It is the responsibility of the interning student to inform about due dates and last day of classes.

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 UX design. Each student participating in a professional working environment is expected to effectively meet whatever design or art direction challenges they have been assigned by their work supervisor. The UNT Communication Design faculty require that Work Supervisors evaluate their student interns. This evaluation counts as 75% of the student’s final grade. Please complete this evaluation and return one copy of it to the Internship Supervisor no later than 5 pm, last day of class of the fall term. Email to hepi.wachter@unt.edu

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 | 1 | 2 | 3 | 4 | 5 |
| Follows instructions well | 1 | 2 | 3 | 4 | 5 |
| Initiative | 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 | 1 | 2 | 3 | 4 | 5 |
| Quality of work | 1 | 2 | 3 | 4 | 5 |
| Quantity of work | 1 | 2 | 3 | 4 | 5 |
| Ability to handle criticism | 1 | 2 | 3 | 4 | 5 |
| Attitude at work | 1 | 2 | 3 | 4 | 5 |
Final Report after 120 hours (to be completed by the student no later than 5 pm, last day of class fall term)

*Please upload the report to the Canvas course platform*

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 but no more than 1,600 words.

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.g. ADES 4700 UX Professional Internship
   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 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
   E. Description of the most significant things you learned as the result of your internship
   F. Your thoughts about your future career now that you’ve had a professional internship

5. Include any available samples (up to 3) of any UX or interactive projects with which you were involved. Along with the samples, describe your involvement in their conception, design, execution and dissemination.

FIN.