course syllabus // documentation materials //

Karen Dorff, Internship Supervisor
ART 4700/Professional Internship/Spring Semester 2017

COURSE FOCUS
The professional internship course gives students the opportunity to learn about the business of communication design and advertising. Each student is placed in a professional working environment and is expected to effectively meet whatever design or art direction 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 5 pm Friday, April 28, 2017; each assignment affects the tabulation of the student’s final grade.

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.

MID-TERM PROGRESS REPORT
10% OF FINAL GRADE

The report is completed by the student and submitted to the internship faculty coordinator by 5 pm on Friday, March 3, 2017. 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 REPORT
15% OF FINAL GRADE

The final report is completed by the student and turned in to the internship faculty coordinator by 5 pm Friday, April 28, 2017. 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 attached Student Agreement.

STUDENT AGREEMENT
Two pages; please send a pdf via email or print both out, staple together, read, sign and return to the folder under my office door, Room 209, The Art Building
Karen Dorff, Internship Supervisor
ART 4700/Professional Internship/Spring Semester 2017
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:

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 or spring semester internships, the student agrees to work no more than 20-25 hours a week for the duration of the internship and no less than 120 hours (7.5 hours a 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 spring semester 2017 internships covers the time from the date of placement until 5 pm Friday, April 29, 2017.

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

Karen Dorff, Internship Supervisor

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Complete (by the student) the mid-term progress report no later than 5 pm Friday, March 3, 2017.

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?
evaluation form // work supervisor copy //

Karen Dorff, Internship Supervisor
ART 4700/Professional Internship/Spring Semester 2017

Evaluation Form to be completed by the Work Supervisor and submitted to me, Karen Dorff, the Internship Supervisor by 5 pm Friday, April 28, 2017.
(This form can be scanned and emailed to me: karen.dorff@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 communication design and advertising. Each student is placed in a professional working environment and is expected (as much as this is actually possible) 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 and another copy to the student no later than 5 pm Friday, April 28, 2017.

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
Karen Dorff, Internship Supervisor  
ART 4700/Professional Internship/Spring Semester 2017  

Final Report (to be completed by the student no later than 5 pm Friday, April 28, 2017)  

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. 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 design, art direction or interactive projects with which you were involved. Along with the samples, describe your involvement in their conception, design, execution and dissemination.