INTERDISCIPLINARY ART AND DESIGN STUDIES PROGRAM
SUMMER 5 Week 2022
July 11–August 12, 2022

ART4450.768
Professional Internship
Dr. Lauren Cross
Office Art Building 212
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Office Hours: Virtually by appointment via Zoom

CATALOG DESCRIPTION:
Professional Internship. 3-6 hours. In-training programs offered in cooperation with approved business and professional houses. Students wishing credit must have instructor approve plan. Term reports required of students and employers. Prerequisite(s): Junior standing.

REQUIRED TEXT:
None

OUTCOMES
By the end of this course, you will:

• Complete required internship hours (a minimum of 120 hours) as agreed upon with internship site.
• Complete an internship journal of experience.
• Evaluation of internship performance by internship site advisor.

ASSESSMENTS:
• All required work assigned by internship site.
• Mid-Point Internship Journal (300 points)
• Final Internship Journal (300 points)

COURSE STRUCTURE:
1. Internship Hours: Internship hours set by internship site.

2. Introduce Yourself: Let us know your name, status (i.e., Junior, Senior) and where you are interning this summer (due by July 12 by 11:59 p.m.)

3. Internship Journal: Students will keep field notes and entries that you will submit as an Internship Journal in Canvas.
   1. For the first part of your journal, you will be tracking your weekly hours. Your journal can be either paper or electronic, but keep everything together so that you
can transfer your logging into your submission via Canvas. The timekeeping can look like this:

Monday January 2, 2-5pm

Tuesday January 3, 9-10am

2. For the second part of your journal, you will briefly record your responsibilities during the time and provide photographs, drawings, or visual artifacts of what you have done. Such as this:

Monday January 2, 2-5pm: on-site photo shoot assistance

Tuesday January 3, 9-10am: student assistance

3. Then, as you finish each week's work, provide a richer narrative of the week's activities in a meaty paragraph. Describe what you did in more detail, provide pictures, and reflect on your skills/IADS prep to do this work. Interns frequently say "I wish I'd taken more marketing classes to prepare for this because..." or other reflections on how prepared they are/feel for the work they are doing.

Submission Instructions:

Students will submit an internship journal at the session mid-point and at the end of the session.

1. Mid-Point Journal: Students will submit all logged hours, responsibilities, and reflections on weekly activities by July 30th by 11:59 p.m.

2. Final Internship Journal: Students will submit all logged hours, responsibilities, and reflections on weekly activities by August 10th at 11:59 p.m. The Final Internship Journal should include a concluding written reflection on the whole internship experience. A few reflective prompts include:
   a. What was good about your internship? What was not?
   b. What was useful about your internship experience?
   c. If there were a position to open up with your internship site, would you be interested in working there? Why or Why Not?
   d. Where could IADS program help more?

Note: If you plan on a career in design or studio art, prepare a personal website and populate it with a portfolio of the activities you work on this session (you can always change the objects later). ALL employers will expect to see an online portfolio of your work. If you don’t
want to use one of the free website hosts, UNT can help you create a digital portfolio via Digication (https://www.digication.com/index.html). Contact me for more info.

Your internship grade will be based on the quality of your journal, meeting all deadlines, and the substance of your supervisor's evaluation. Don't be late with your journal and don't wait until the last minute to do it. Keep on top of it throughout the internship.

ATTENDANCE POLICY:
Student must complete internship hours approved by advisor and internship site.

LATE WORK POLICY:
Late work set by internship site.

SCHEDULE:
Internship schedule set by internship site.
Mid-Point Internship Journal Submission: July 30th by 11:59 p.m.
Final Internship Journal Submission: August 10th by 11:59 p.m.