

# *the syllabus* (because knowledge is power.)

## COURSE DESCRIPTION

The professional internship course gives students the opportunity to learn about the business of design. Each student placed in a professional working environment 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 11:59 pm November 21, 2025; each assignment affects the tabulation of the student's final grade. Submission deadlines are enforced by a grade penalty of 10% per deadline. Extra credit will not be offered in this course.



### CONTACT INFO

Whitney Holden  
(She/Her/Hers)

#### Email

whitney.holden@unt.edu

#### Office Hours

ART345E

M 10:00–1:00 p.m.

or by appointment virtually

## 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.

## 25% OF FINAL GRADE

The final student report is completed by the student and uploaded to canvas by 11:59 pm November 21, 2025. It forms the basis for evaluative discussions between the faculty coordinator and the interns' work supervisors. The report also allows the student to share their thoughts and opinions about their work experience.

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 upload completed document to Canvas.

## DISABILITY ACCOMMODATION

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu).

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## UNT POLICIES

### ACADEMIC INTEGRITY POLICY

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### CHEATING & PLAGIARISM

Students caught cheating or plagiarizing will receive a “0” for that particular assignment or exam. The student will first be notified in writing via email to schedule a face-to-face meeting with the instructor and another faculty member to determine the next level of action. If further action is warranted, the incident will be reported to the Dean of Students, who may impose an additional penalty. According to the UNT catalog, the term **cheating** includes, but is not limited to:

- use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or
- any other act designed to give a student an unfair advantage.

The term plagiarism includes, but is not limited to:

- the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and
- the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism is also literary or artistic theft. It is the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own. Copying someone else's writing or art, intact or with inconsequential changes, and adding one's name to the result constitutes plagiarism.

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### FINANCIAL AID

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

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### RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates.

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#### **COUNSELING AND TESTING**

UNT's Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center's website for further information: <http://studentaffairs.unt.edu/counseling-and-testing-services>

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#### **ADD/DROP POLICY**

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed "Request to Drop" form to the Registrar's Office. Information about add/drop may be found at: See Academic Calendar (listed above)

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#### **STUDENT RESOURCES**

The University of North Texas has many resources available to students. For a complete list, go to: <https://success.unt.edu/aa-sa-resources>

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#### **CARE TEAM**

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others. <https://studentaffairs.unt.edu/care-team>

## **course contract** *(signature, please.)*

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

- a. The student is aware that they are a representative of the University of North Texas College of Visual Arts and Design Communication Design Program, and will therefore comport themselves in a professional and responsible manner throughout the duration of his/her internship experience.
- b. During the course of fall or summer 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).
- c. The student agrees to arrive at work at the times agreed upon.
- d. The student will report an inability to attend pre-arranged work time at their 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 poor management of personal issues. Effective time management will be crucial to the student's success in this endeavor.
- e. The student understands that the work period for fall semester internships covers the time from the date of placement until 11:59 pm November 22, 2024.
- f. The student agrees to turn all required work in by the deadlines assigned by their work supervisor. Late work will not be accepted except by special arrangement with the faculty coordinator.
- g. The student understands that if their work supervisor should terminate their placement prior to the end of the semester, a failing grade will be assigned for this course.
- h. 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.
- i. 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.

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

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

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

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

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

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

## evaluation form (work supervisor copy)

*Evaluation Form to be completed by the Work Supervisor and submitted to me, Whitney Holden, the Internship Supervisor by 11:59 pm Friday, November 21, 2025*

*Upload to Canvas or email completed form to: whitney.holden@unt.edu*

INTERN NAME \_\_\_\_\_

NAME OF INTERN EMPLOYER \_\_\_\_\_

SUPERVISOR NAME & 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 11:59 pm November 21, 2025.

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*** *(student copy)*

Final Report (to be completed, and uploaded to Canvas, by the student no later than 11:59 pm Friday, November 21, 2025)

The format of the final report shall be as follows:

- a. The paper must be typed.
- b. The paper should be a minimum of 1,200 words but no more than 1,600 words.
- c. The paper should have a title sheet that included the following information:
  - Student's name
  - Name and address of company
  - Name and address of student's supervisor
  - Course name, number and section
  - Date
- d. The contents of the paper must include:
  - Description of the company at which you worked
  - Description of your goals for the internship and the extent that they were met
  - Description of the job(s) you performed during the course of your internship
  - Comparison of your initial perceptions and expectations about your internship with the realizations you had formed by the end of this experience
  - Description of the most significant things you learned as the result of your internship
  - Your thoughts about your future career now that you've had a professional internship
- e. 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.