the syllabus (because knowledge is power)

COURSE DESCRIPTION

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 Monday, November 28, 2022; 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.

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

Student completes necessary checks in with the faculty coordinator during the course of their internship. The exit interview form and final report is completed by the student and emailed to the faculty coordinator by 5 pm Monday, November 28, 2022. 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.

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 to whitney.holden@unt.edu

RESPECT FOR DIVERSITY

UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.
ADOBE CREATIVE CLOUD

- UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™. All the apps. All the time. 100GB of free storage! $55.55 with your UNT-student discount
- Access: Aug. 15, 2022 or from date of purchase through Aug. 31, 2023
- Details: https://news.cvad.unt.edu/adobe-news
- Purchase: https://unt.edu/adobe

DISABILITY ACCOMMODATION

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester. For additional information see the Office of Disability Access. disability.unt.edu. (Phone: (940) 565-4323)

HEALTH AND SAFETY INFORMATION

Students can access information about health and safety at: https://music.unt.edu/student-health-and-wellness

REGISTRATION INFORMATION FOR STUDENTS

Registration Information can be found at https://registrar.unt.edu/students

ACADEMIC CALENDAR

This semester's academic calendar and registration guide can be found at https://registrar.unt.edu/registration/fall-registration-guide

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 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.

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.
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

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. The last day for a student to drop a class in Fall 2022 is November 18. Information about add/drop may be found at: See Academic Calendar (listed above)

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

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

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 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).

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 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 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 spring semester 2022 internships covers the time from the date of placement until 5 pm Monday, November 28, 2022.

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 ___________________________
mid-term progress report (student copy)

STUDENT NAME (PRINT) ______________________________ DATE __________________________

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)

**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 5 pm Monday, November 28, 2022.

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

<table>
<thead>
<tr>
<th>Ability to work with others</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to learn</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to solve problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Creativity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Follows instructions well</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Initiative</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Speed of completion of work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Computer skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Time management Punctuality</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Quality of work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Quantity of work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to handle criticism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Attitude at work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Final Report (to be completed, and emailed to me whitney.holden@unt.edu, by the student no later than 5 pm Monday, November 28, 2022)

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.