

SYLLABUS: ART 474 Professional Internship

Spring 2006

- I. PROFESSIONAL INTERNSHIP
ART 474 *Professional Internship* **3 semester hours**
- II. PREREQUISITE
ART 472
- III. TEXTBOOK
None
- IV. COURSE DESCRIPTION
A period of apprenticeship or observation by arrangement with a professional business specializing in interior design, graphic design or other professional disciplines in art, or with an institutions in the field of museology. Includes 200 hours of on-the-job experience.
- V. RATIONALE
The internship experience provides opportunities for interior design majors to gain practical experience in the business of interior design, take advantage of networking opportunities, and investigate career options.
- V. **LEARNING OBJECTIVES AND OUTCOMES**
- A. The student will be able to identify the steps involved in contacting a prospective employer, conducting an interview, and appropriate follow-up contact.
- B. The student will complete 200 work hours under the supervision of the internship employer. This time will be apportioned equally during a time period of no less than seven weeks. No site visits will be made.
- C. The student will complete weekly time sheets, signed by the internship business supervisor, and submitted to the faculty supervisor.
- F. The student will demonstrate professionalism in all phases of the internship experience.
- VI. **COURSE TOPICS**
The major topics to be considered are:
- A. Contacting a prospective employer
- B. Conducting an interview
- C. Expectations of the internship employer
- D. Expectations of the faculty supervisor
- E. 200 work hours: "And whatsoever you do in word or deed, do all in the name of the Lord Jesus" Colossians 3:17
- F. Weekly time sheets
- G. Professionalism: Responsible, honest, trustworthy, thorough, attention to detail

VII. INSTRUCTIONAL METHODS AND ACTIVITIES

Methods and activities for instruction will include:

- A. On-the-job work experience
- B. Telephone contact with faculty supervisor
- C. Completion of time sheets.

VIII. ASSIGNMENTS

- A. Internship Application Forms
- B. Time Sheets
- C. 200 work hours

IX. EVALUATION

The student will be responsible for the following:

A.	Internship Application Forms: 1. Resume 2. Internship Responsibilities Form 3. Internship Agreement Form	5%
B.	Completion of 200 work hours along with Time Sheets signed by the Internship Supervisor. (Must include brief descriptions of daily activities.) The <i>Business Internship Supervisor's Evaluation</i> will be considered as a part of this requirement.	95%

X. LIST OF MATERIALS

- A. **Appropriate record-keeping materials.**