

ART 485 • Graphic Design Professional Internship • Syllabus

I. COURSE TITLE: ART 485 Graphic Design Professional Internship
3 semester hours

II. PREREQUISITES: Art 485

III. TEXTBOOK: *The Designer's Guide to Marketing and Pricing: how to win clients and what to charge them.*

IV. COURSE DESCRIPTION: A period of apprenticeship or observation by arrangement with a professional business specializing in graphic design or other professional disciplines in art, or with institutions in the field of graphic design.

V. RATIONALE: The internship experience provides opportunities for graphic design majors to gain practical experience in the business of graphic design, take advantage of networking opportunities, and investigate career options.

VI. 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.
- D. The student will complete weekly assignments that cover topics pertinent to their professional development..
- E. At the end of the semester, the student will present a portfolio of their work completed during the internship.

VII. ACADEMIC INTEGRITY: It is expected that a student attending Mississippi College will be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to server penalty, including, but not limited to, loss of credit and possible dismissal.

VIII. 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. Documentation and presentation of work
- E. 200 work hours
- F. Weekly time sheets
- G. Professionalism: Responsible, honest, trustworthy, thorough, and attention to detail

IX. INSTRUCTIONAL METHODS AND ACTIVITIES:

Methods and activities for the instruction will include:

- A. On-the-job work experience
- B. Telephone or e-mail contact with faculty supervisor
- C. Completion of time sheets
- D. Online assignments and assessments
- E. Bi-weekly online discussion

X. ASSIGNMENTS: The student will be responsible for the following:

- A. Internships Application Forms
- B. Time Sheets
- C. Portfolio of internship work.
- D. 200 work hours
- E. Online assignments

XI. EVALUATION: The student will be responsible for the following:

- A. Weekly online coursework **40%**
- B. Internship portfolio will include: **10%**
 - 1. Resume
 - 2. Internship Responsibilities & Agreement Form
 - 3. Portfolio showcasing your work during internship
 - 4. Presentation of work
- C. Completion of 200 work hours along with Time Sheets signed by the **50%**
Internship Supervisor. (Must include brief descriptions of daily activities.)
The *Business Internship Supervisor's Evaluation* will be considered as a part
of this requirement.

XII. LIST OF MATERIALS:

- A. Appropriate record-keeping materials.
- B. Appropriate materials for completing online assignments.
 - a. Computer
 - b. Word processing software (Microsoft Word, Google Docs, TextEdit, OpenOffice)
 - c. PDF reader (Adobe Acrobat)
 - d. Printer (optional)
 - e. Internet connection