Cover Sheet: Request 15473

GRA 4940 - Graphic Design Internship

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Maria Rogal mrogal@ufl.edu
Created	11/17/2020 1:00:39 PM
Updated	11/20/2020 10:52:17 AM
Description of request	This is a new course request within the graphic design degree program to meet the needs of students to have an internship course in the major.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Art and Art History 13020000	Elizabeth Caple		11/20/2020
GRA4940_Syllabus_Sample_F2020.docx UFGD_Internship_2021.pdf					11/17/2020 11/17/2020
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		11/20/2020
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			11/20/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 15473

Info

Request: GRA 4940 - Graphic Design Internship
Description of request: This is a new course request within the graphic design degree program to meet the needs of students to have an internship course in the major.
Submitter: Maria Rogal mrogal@ufl.edu
Created: 11/17/2020 1:01:11 PM
Form version: 2

Responses

Recommended Prefix
Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

Response:
GRA

Course Level
Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Response:
4

Course Number
Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

Response:
940

Category of Instruction
Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Response:
Advanced

• 1000 level = Introductory undergraduate
• 2000 level = Introductory undergraduate
• 3000 level = Intermediate undergraduate
• 4000 level = Advanced undergraduate
• 5000 level = Introductory graduate
• 6000 level = Intermediate graduate
• 7000 level = Advanced graduate
• 4000/5000= Joint undergraduate/graduate
• 4000/6000= Joint undergraduate/graduate

*Joint undergraduate/graduate courses must be approved by the UCC and the Graduate Council)

Lab Code
Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

    Response:
    None

Course Title
*Enter the title of the course as it should appear in the Academic Catalog. There is a 100 character limit for course titles. *

    Response:
    Graphic Design Internship

Transcript Title
Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 30 characters (including spaces and punctuation).

    Response:
    Graphic Design Intern

Degree Type
Select the type of degree program for which this course is intended.

    Response:
    Baccalaureate

Delivery Method(s)
Indicate all platforms through which the course is currently planned to be delivered.

    Response:
    Off-Campus, On-Campus, Online

Co-Listing
Will this course be jointly taught to undergraduate, graduate, and/or professional students?

    Response:
    No

Effective Term
Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year
Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?
Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
Yes

Repeatable Credit?
Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
Yes

If repeatable, # total repeatable credit allowed
Indicate the maximum number of total repeatable credits allowed per student.

Response:
6

Amount of Credit
Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
Variable

If variable, # min

Response:
0

If variable, # max

Response:
6

S/U Only?
Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:
Yes

Contact Type
Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:
Supervision of Student Interns

• Regularly Scheduled [base hr]
• Thesis/Dissertation Supervision [1.0 headcount hr]
• Directed Individual Studies [0.5 headcount hr]
• Supervision of Student Interns [0.8 headcount hr]
• Supervision of Teaching/Research [0.5 headcount hr]
• Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours
Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:
1

Course Description
Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 500 characters or less. See course description guidelines.

Response:
0-6 credits repeatable for credit. Graphic/communication design professional practice and related experience as defined by program guidelines.

Prerequisites
Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.
Courses level 3000 and above must have a prerequisite.
Please verify that any prerequisite courses listed are active courses.

Response:

Graphic Design major, employer approval, and faculty sponsor approval.

Completing Prerequisites on UCC forms:

• *Use "&" and "or" to conjoin multiple requirements; do not used commas, semicolons, etc.*
• *Use parentheses to specify groupings in multiple requirements.*
• *Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.*
• *Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).*
• *"Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.*
• *If the course prerequisite should list a specific major and/or minor, please provide the plan code for that major/minor (e.g., undergraduate Chemistry major = CHY_BS, undergraduate Disabilities in Society minor = DIS_UMN)*

Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and undergraduate PBH student should be written as follows: HSC 3502(C) & (HSC 3057 or HSC 4558) & UGPBH
* *

Co-requisites
Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system. If there are none please enter N/A.

Response:
None

Rationale and Placement in Curriculum
Explain the rationale for offering the course and its place in the curriculum.

Response:
Graphic Design majors, particularly rising seniors, historically participate in a range of internships at national organizations and corporations. These positions have both helped students further shape their professional practice and, in many instances, led directly to jobs. Internships are standard in the graphic/communication design industry. For over a decade the graphic design faculty have supervised graphic design major internships, including at Target, ESPN, PBS, IBM, SY Partners, etc. We have established a vetting process in line with our national professional organization (guidelines attached). However, because there is not yet an internship course in the major, students enroll in ART 4940. Not only is the graphic design internship not documented on the student's transcript but the requirements for an art internship are different than expectations for graphic design, causing confusion among students. The rationale to create this new course is to define the specific criteria and expectations for graphic design internships and acknowledge them on the transcript through their own course number.

Course Objectives
Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:
Part-time or full-time design work experience to support professional practice and create continuity within the design profession through a broad range of activities, including ideation, interaction with people, business development, understanding and participating in the design process, and contributing to deliverables. Interns will learn in context about professional practices, decision-making, strategy, and other aspects of working as a designer whether in a design studio or other type of environment. Supervision by a senior-level designer or similar position will support professional and strategic development.

Course Textbook(s) and/or Other Assigned Reading

*Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. Please provide specific examples to evaluate the course and identify required textbooks. *

Response:
Recommended: How to be a graphic designer without losing your soul, Adrian Shaughnessy, ISBN 9781568989839

Weekly Schedule of Topics

Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:
This is an internship which takes place on site or remotely (format determined prior to start). Work schedules are arranged with the internship supervisor and documented on your weekly activity/reflection report.

Meeting times and locations vary, with a commitment of at least 5 hours per week and a minimum total of 50 hours per credit. All internships require faculty and internship supervisor approval prior to enrollment. Schedule of topics varies and are listed under objectives. More important than the quantity of hours or amount of work is the quality of work and experiences, which should provide insight into professional practices.

Grading Scheme

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. If participation and/or attendance are part of the students grade, please provide a rubric or details regarding how those items will be assessed.

Response:
The grading scale for this course is a Satisfactory/Unsatisfactory. All reports must be submitted before grades are due (see the faculty supervisor for deadline).

The internship grade will be assessed in three ways:
Student Internship Assessment Report — 25%
Employer (Internship Mentor) Assessment Report — 25%
Internship Report, includes weekly documentation of experience (see format below) with final report — 50%
A student must score a 3 in order to receive a grade of satisfactory

Student Internship Assessment Report
1: Report clearly, concisely, and effectively summarizes the internship experience. activities, and knowledge and skills learned, is handed in on time, and is free of errors.
0: Report does not clearly, concisely, and effectively summarize the internship experience. activities, and/or knowledge and skills learned, or is not handed in on time, or contains errors.

Employer (Internship Mentor) Assessment Report
1: Student performed at a satisfactory level (ex: arrived on time, worked the agreed upon schedule and hours, followed instructions, etc.)
0: Student performance was below satisfactory, demonstrated through a pattern where performance was below expectations despite being given an opportunity to correct behavior (ex: arrived late, did not work the agreed upon schedule and/or hours, did not followed instructions, performance did not improve, excessive absences, etc.)

Activity & Reflection Report

2: Weekly and final Report clearly, concisely, and effectively summarizes the internship experience. activities, knowledge, and skills learned, is handed in on time (weekly and at the end), is free of errors. Reports must be designed and include written and visual information to tell the story of the internship. Students will regularly document, using any media, their experience in the following way and submit in weekly intervals to the Canvas site or a platform of their choice. The weekly report includes: Activities summary; Process blog – how are methods implemented, received, effective; Lessons learned; Reactions / expected and unexpected; Job description for résumé, visual documentation for portfolio.

1: Same as above but does not meet all of the above criteria at high standards.

0: Example: weekly reports are late; did not submit report for more than one week; demonstrated little to no learning in report; report consistently lacked depth or imagination.

Final Grade

A student must score 1 in each of the three categories above to receive a grade of S. Any score below a 3 or if submitted late will receive a grade of U.

Instructor(s)
Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:
to be determined

Attendance & Make-up
Please confirm that you have read and understand the University of Florida Attendance policy.
A required statement statement related to class attendance, make-up exams and other work will be included in the syllabus and adhered to in the course. Courses may not have any policies which conflict with the University of Florida policy. The following statement may be used directly in the syllabus.

• Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Response:
Yes

Accomodations
Please confirm that you have read and understand the University of Florida Accommodations policy.
A statement related to accommodations for students with disabilities will be included in the syllabus and adhered to in the course. The following statement may be used directly in the syllabus:

• Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Response:
Yes

UF Grading Policies for assigning Grade Points
Please confirm that you have read and understand the University of Florida Grading policies.
Information on current UF grading policies for assigning grade points is require to be included in the course

syllabus. The following link may be used directly in the syllabus:

• *https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx*

Response:
Yes

Course Evaluation Policy

Course Evaluation Policy
Please confirm that you have read and understand the University of Florida Course Evaluation Policy.
A statement related to course evaluations will be included in the syllabus. The following statement may be used directly in the syllabus:

• *Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/public-results/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.*

* *

Response:
Yes

SYLLABUS
GRA 4940 GRAPHIC DESIGN INTERNSHIP | 3 CREDITS
SEMESTER FALL 2020

Sample syllabus. Internship supervisors will vary each semester and for each student.

Instructor Information
TBD
List email and contact information
Office Hours: TBD, Meeting via Zoom

Course Information
Meeting Time: To be determined with Employer
Location: To be determined with Employer

COURSE MEETING TIMES AND LOCATION
Arranged with internship supervisor/on site or remote as approved.

COURSE DESCRIPTION
0-6 credits repeatable for credit. Communication design professional practice and related experience under the supervision of a senior-level designer. (S-U)

PREREQUISITES
Graphic Design major, application, Employer approval, and faculty sponsor approval.

COURSE OBJECTIVES
Part-time or full-time design work experience to support professional practice and create continuity within the design profession through a broad range of activities, including ideation, interaction with people, business development, understanding and participating in the design process, and contributing to deliverables. Interns will learn in context about professional practices, decision-making, strategy, and other aspects of working as a designer whether in a design studio or other type of environment. Supervision by a senior-level designer or similar position will support professional and strategic development.

COURSE TEXT AND/OR OTHER ASSIGNED READINGS
Recommended: How to be a graphic designer without losing your soul, Adrian Shaughnessy, ISBN 9781568989839

COURSE STRUCTURE / WEEKLY SCHEDULE OF TOPICS
This is an internship which takes place on site or remotely (format determined prior to start). Work schedules are arranged with the internship supervisor and documented on your weekly activity/reflection report.

Meeting times and locations vary, with a commitment of at least 10 hours per week and a minimum total of 60 hours per credit (1 credit – 60 hours / 2 credits – 120 hours / 3 credits – 180 hours). All internships require faculty and internship supervisor approval prior to enrollment. Schedule of topics varies and are listed under objectives. More important than the quantity of hours or amount of work is the quality of work and experiences, which should provide insight into professional practices.

GRADING & EVALUATION
The grading scale for this course is a Satisfactory/Unsatisfactory. All reports must be submitted before grades are due (see the faculty supervisor for deadline).

The internship grade will be assessed in three ways:
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1: Same as above but does not meet all of the above criteria at high standards.

0: Example: weekly reports are late; did not submit report for more than one week; demonstrated little to no learning in report; report consistently lacked depth or imagination.

Final Grade
A student must score 1 in each of the three categories above to receive a grade of S. Any score below a 3 or if submitted late will receive a grade of U.

PERFORMANCE CONSIDERATIONS
· This is an S/U course. It is an optional course and one that you have elected to take to support your professional goals. Through your internship application, you have demonstrated your intent to fulfil requirements of the internship in a responsible manner. As such, grading is based on the evidence you provide through your work and your reporting documentation, assessment by your internship supervisor, and final evaluation of all materials by the faculty supervisor(s). It is your responsibility to communicate on a regular basis and collect required information to assess your progress during the internship period. We recommend you plan to spend, at a minimum, 1 hour per week documenting your internship experience. Documentation will be uploaded or linked on e-learning or a platform of your choosing and approved by the instructor within 2 weeks of the internship's start.
· To obtain a grade of S, you will meet all of the expectations outlined below in a reasonable manner, as determined by the faculty supervisor. In the case of a discrepancy between the student and internship supervisor, the faculty supervisor will investigate and determine an appropriate course of action.
· Failure to meet all expectations outlined below may result in the grade of "U" for the internship; failure to meet multiple expectations, or one expectation multiple times will result in a grade of "U" unless there are mitigating circumstances the faculty member can reasonably support:
· Attend the internship for at least 10 hours per week. You are allowed one unexcused absence. You must contact your faculty supervisor and your internship supervisor if there are extenuating circumstances that will affect your regular presence and participation;
· With employer's approval, you should make up work if the absence is unexcused;
· Arrive to work on time and participate positively in the workplace or studio community;
· Share your syllabus and evaluation sheet with your internship supervisor during the first week of your internship;
· Participate responsibly, respectfully, and diligently in all assigned activities;
· Complete assignments, meet deadlines, demonstrate you understand and follow instructions;
· Apply your creativity and conceptual ability to design and other problems;
· Demonstrate initiative and motivation;
· Appropriately design, demonstrating strong conceptual and technical knowledge, typographic technique, use of technology, craft, and other aspects integral to an advanced undergraduate design process;

- Display a level of professionalism appropriate to the workplace, including the ability to work well with others, treating everyone you interact with or encounter with respect;
- Demonstrated professional and design growth;
- Upload regular internship reports in a timely manner; and
- Contact your faculty supervisor immediately (within 24 hours) if you have serious questions or concerns that you think might impact your ability to carry out your responsibilities or are concerned about ethics, harassment, etc.

ATTENDANCE

Regular attendance at the internship site is expected and arranged in advance with the internship supervisor. Internships for credit must meet at least 10 hours per week. Excused absences follow university guidelines and may include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays and participation in official university activities or court-imposed legal obligations. If you have a delay, please contact instructor by email prior class.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. Click here to get started with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. , https://www.dso.ufl.edu/drc

UF GRADES AND GRADING POLICIES

More information on UF grading policy may be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

TECHNICAL ISSUES

To resolve technical issues, visit the helpdesk website or call 352-392-4357.

UF HONOR PLEDGE

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Click here to read the Honor Code. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate

personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

CAMPUS RESOURCES: HEALTH AND WELLNESS
U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence
If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance**, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS) Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or http://www.police.ufl.edu/.

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

CAMPUS RESOURCES: ACADEMIC RESOURCES
E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. https://www.crc.ufl.edu/.

Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. https://teachingcenter.ufl.edu/.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. https://writing.ufl.edu/writing-studio/.

Student Complaints Campus:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints*: http://www.distance.ufl.edu/student-complaint-process.

Graphic Design at the University of Florida
School of Art + Art History, College of the Arts
arts.ufl.edu/design

Internship guidelines for graphic design majors
Spring 2021

This is a multipage document designed for graphic design majors to request credit for an internship.

All internships must be approved in advance by the internship supervisor, faculty sponsor, and undergraduate advisor.

If all required materials are not submitted to the undergraduate advising office in a timely manner, your internship may not count for credit towards your degree.

Complete all information you are able to on pages 4–6, including your name before submitting it to your internship supervisor (employer) or your faculty sponsor (mentor).

Quick Facts
Meeting times and locations vary, with a commitment of at least 10 hours per week and a minimum total of 60 hours per credit (1 credit – 60 hours / 2 credits – 120 hours / 3 credits – 180 hours).

All internships require internship supervisor (employer) and faculty sponsor (UF) approval prior to enrollment. The work and experiences proposed must provide insight into appropriate professional practice in an aspect of design. Guidelines on what to look for in an internship for credit follow.

Graphic Design at the University of Florida
School of Art + Art History, College of the Arts
arts.ufl.edu/design

instructions for students

Please complete the following steps:

1. Familiarize yourself with Internship guidelines of the Design program, AIGA, and the US Department of Labor in this document (see below);
2. Review the course syllabus and be familiar with general expectations;
3. Once you obtain your internship offer, review it to determine if it conforms to the checklist on the following page. The checklist both identifies disciplinary norms and minimum requirements to request credit for an internship:
    a. **If yes,** describe, in writing, your educational goals for this internship (maximum 250 words). What do you hope to accomplish? How will this experience be helpful to you in pursuing your career goals? Include this response in the documents you submit and proceed to 4.
    b. **If no,** the internship will not meet requirements. Reach out to a faculty member to discuss options but keep in mind that s/he cannot waive requirements;
4. Now that your internship seems to meet the requirements, request your on-site internship supervisor do the following:
    a. Complete the "Supervisor Checklist" form (verify and sign).
    b. Submit a document (either on letterhead of organization or email from organization with signature) that outlines what your internship will entail. Include the following information:
        i. Your position description including your expected responsibilities;
        ii. List the name, position, contact information, and background of internship supervisor/mentor; Link to a corporate website is useful; and
        iii. Approximately how many hours required for the duration of the internship.
5. If not already assigned, identify a faculty mentor to sponsor your internship.
        i. request the faculty supervisor review your internship;
        ii. If s/he approves,
            1. Determine the appropriate format for regular reporting to the faculty supervisor;
            2. Determine other meeting/check-in times; and
            3. request s/he complete the form to support your internship for credit;
6. Submit the following materials to the SA+AH Advising Office. Materials may be hand-delivered with this form or forwarded via email, or directly emailed to Dana Myers (dmyers@arts.ufl.edu) in the Undergraduate Advising Office.
    a. Pages 4–6 of this document, completed, with signatures
    b. Intern position description on organization letterhead or via email

Graphic Design at the University of Florida
School of Art + Art History, College of the Arts
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AIGA Internship Overview

An internship is a temporary job at a design consulting firm or in-house design office that is geared toward an upper-level student or recent graduate. Employers may hire interns to assist on a specific project or for a set amount of time, such as the summer or a semester. Students and young designers often develop their practice by broadening their education with a mentor, while gaining experience in a professional design environment. Employers benefit from each intern's unique approach, perspective, and assistance during the creative process. (source: https://www.aiga.org/a-guide-to-internships, accessed 04 November 2018) AIGA's guide to internships is online here: https://www.aiga.org/a-guide-to-internships

Like AIGA, the design faculty believe quality internships provide invaluable experience for students. Learning how to apply design in different contexts and the reality of professional practice adds to a student's understanding of how designers operate in the world. Appropriate, professional design mentoring also, as AIGA indicates, supports "professional practice and create[s] continuity within the design profession." We are also cognizant that to qualify for credit, they must fulfill certain criteria that support your education and learning. The design faculty encourage paid internships where there is a genuine learning, mentoring, and feedback cycle. If the following requirements will be met during your internship experience, we request that your supervisor indicate this in writing. In addition, your supervisor should provide additional materials outlined below. If approved, regular reporting to the faculty supervisor is required.

View the US Department of Labor website to learn more about Internship Programs under the Fair Labor Standards Act.

Internship Checklist (all must be true)

- o Provided with a job description including your expected responsibilities and work hours (attach) to this form;
- o Mentoring provided by a senior-level designer or someone in a similar position (list name, position, and background of mentor);
- o Mentor has agreed to facilitate learning, mentoring, and complete an end-of-term evaluation;
- o You will have the opportunity to experience a broad range of activities, including ideation and creative; concept development, client interaction, new business proposal writing, and production preparation *(strike out any you will not experience);*
- o You will have an opportunity to learn from colleagues
- o Professional interactions with colleagues, designers, clients, and those in allied fields will be incorporated into the experience
- o Work environment: on-site, professional, safe, and ethical work environment
- o Ensure administrative work is design-related
- o Commit to 150 hours total, at least 10 hours per week

Graphic Design at the University of Florida
School of Art + Art History, College of the Arts
arts.ufl.edu/design

internship application
for graphic design student

Complete the information below. Print it out and use it as the cover sheet for your internship request.

Your information
Your name:
UFID:
UF Email:
Current Year at UF (e.g., senior, junior, etc):

Internship
Title:
Organization:
Location:
Semester when internship will begin:
Semester when internship will be completed:

Have you had another internship?
No / Yes, for credit / Yes, not for credit
If yes, when and where?

I confirm I intend to enroll in an internship for credit. I assume responsibility for maintaining contact with my internship supervisor and faculty sponsor and for completing required documentation.

_____   _____

Name and signature of intern   **Date**

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internship information
for internship supervisor

Senior-level design mentors: please confirm the internship offered meets the internship described below. Please include the position description for the internship either on letterhead or other official document (an email is acceptable). Once complete, email this signed form (or copy its contents onto organization letterhead) and the position description to the student.

Internship Checklist

In order to qualify as an internship for credit, please confirm the internship will meet all the following requirements.

o   Provide student with a job description including your expected responsibilities and work hours;

o   Mentoring provided by a senior-level designer or someone in a similar position (list name, position, and background of mentor);

o   Mentor has agreed to facilitate learning, mentoring, and complete an end-of-term evaluation;

o   a broad range of activities will be experienced including ideation and creative; concept development, client interaction, new business proposal writing, and production preparation *(strike out any that will not be possible);*

o   Provide opportunities to learn from colleagues

o   Professional interactions with colleagues, designers, clients, and those in allied fields as part of the internship experience

o   Work environment: on-site, professional, safe, and ethical work environment

o   Ensure administrative work is design-related

o   Commit at least 10 hours per week

I confirm the internship offered (description attached), meets the above internship requirements

_____   _____

Name and signature of internship supervisor   Date

Include this information in the letter you submit. You may also agree the above conditions are met by copying them into your letter.

Organization/business name:

Organization/business website:

Supervisor/mentor name and title:

Supervisor contact information (email, phone):

Location of internship:

Proposed dates of internship + hours per week:

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internship information
for faculty sponsor

Student name:

Before an internship can be approved, the student must meet with the faculty sponsor and determine how to report work during and at the completion of the internship. It's also recommended that students give regular reports to the faculty sponsor throughout the internship.

After meeting with your faculty sponsor, please insert a brief description of how this will be done:

I confirm the internship offered (description attached), meets the AIGA and Graphic Design Program internship requirements

_____   _____

Name and signature of faculty sponsor   **Date**