

GRAPHIC DESIGN STUDENT INTERNSHIP

OKLAHOMA STATE UNIVERSITY / DEPARTMENT OF ART, GRAPHIC DESIGN, & ART HISTORY / ART 4820

The program is designed to assist students in development competencies pertaining to professional roles and responsibilities. The curriculum is planned to provide for individual needs in the development of skills pertaining to business practice and practical experience. The student serves and approved and supervised internship for credit and will comply with the provisions outlined in this program.

REQUIREMENTS

Departmental requirements for the bachelor of fine arts degree in graphic design make the student internship optional rather than mandatory primarily to the availability internships. Internships are, however, highly recommended. Each credit hour is the equivalent of 60 hours of work experience. Students may enroll for credit in one-hour increments up to three hours at any one time and may repeat for a total not to exceed six credit hours of internship.

COURSE DESCRIPTION

ART 4820 graphic design internship 1-3 credits, maximum 6 credits. Prerequisite: Completion or concurrent enrollment in ART 4420, 4430, 4450 and consent of the internship coordinator. Participation in a practicum experience for credit must be under the direction of a design professional having proper training and/or experience.

COURSE OBJECTIVES

ART 4820: Graphic design internship this internship shall provide opportunities to develop competencies and areas of individual need an exposure to professional practice while increasing appreciation and motivation for the practice of graphic design this internship is designed to provide a professional base for the acquisition and application of knowledge directly under the supervision I have a professional designer or someone of significant stature in a design related field.

STUDENT CRITERIA SHEET

1. Complete and file, with the intern coordinator the forms from the internship packet registering yourself and your host site with the program. This must be done prior to starting the internship.
2. Duplicate the bi-weekly activities log for each week period of your internship. Retain one copy.
3. Mail or email on a biweekly basis, the activities log. Intern and host must sign each log submitted. Send a hard copy to:
Graphic Design Intern Coordinator 108 Bartlett Center,
Oklahoma State university Stillwater, OK 74078
(or email to) _____@okstate.edu

4. Leave the final intern a valuation form with your house to be submitted to the intern coordinator upon completion of your credit hour requirement.
5. Prepare and detailed, tight, double spaced, 2-5 page report discussion your intern experience. Mail or email to the intern coordinator no later than two weeks after completion of your credit hour requirement.

INCLUDE YOUR REPORT

1. Introduction.
2. Description of the host business including names of the principal supervisors and the nature of the business.
3. Details of your activities and experiences.
4. Knowledge gained benefits and or shortcomings of the experiences.
5. Summary.

RESPONSIBILITIES OF THE STUDENT

1. Submit an application to the intern coordinator.
2. Obtain employment in an ART department approved business or agency (student must work guidance of a graphic designer with a degree of equivalent experience in graphic design).
3. Enroll for credit period.
4. Complete the minimum intern. Agreed upon by the student and intern coordinator.
5. Maintain log for internship experience and made to intern coordinator by quickly. (see internship log for activities attached)
6. Prepare a summary of the internship experience with the business, firm, or agency in which the internship was served (typed, double space and 2 to 5 pages in length).

RESPONSIBILITIES OF THE PROFESSIONAL HOST

1. Be a business program or agency related to graphic design.
2. Agreed to provide on the job experience to the student in an area related to graphic design.
3. Enable the student intern to participate in, and observe, various kinds of activities, and help the student meet performing schools room by the intern coordinator.
4. Evaluate student performance and submit to intern coordinator. See evaluation form attached)

RESPONSIBILITIES OF INTERN COORDINATOR

1. Provide each student with internship guidelines.
2. Assist student in establishing performance goals.
3. Record all forms, assignments and innovations receipt from the student in from the professional house.
4. Assess and record all evaluations and determine final grade credit earned.

INTERN APPLICATION AND INFORMATION SHEET

OKLAHOMA STATE UNIVERSITY / DEPARTMENT OF GRAPHIC DESIGN / ART 4820

FIRST NAME _____ LAST NAME _____

HOURS ENROLLED _____ SEMESTER ENROLLED _____ GPA OVERALL _____ GPA MAJOR _____

ADDRESS WHERE YOU MAY BE REACHED DURING YOUR INTERNSHIP

STREET _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____ EMAIL _____

PERMANENT ADDRESS

STREET _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____

PROFESSIONAL HOST INFORMATION

SUPERVISOR NAME _____

BUSINESS NAME _____

STREET _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____ MAIL _____

PROFESSIONAL AFFILIATION OF DESIGNERS

AIGA _____ ACD _____ SEGD _____ TAD _____ OTHER _____

EDUCATIONAL INSTITUTIONS REPRESENTED BY DESIGNERS OR SUPERVISOR _____

AREAS OF QUALIFICATION OF THE FIRM/BUSINESS

CORPORATE IDENTITY _____ ADVERTISING DESIGN _____ INFORMATION DESIGN _____

PACKAGE DESIGN _____ PUBLICATION & PRINT DESIGN _____ EXHIBITION DESIGN _____

OTHER _____ OTHER _____

I certify the above statements are true. I agree to follow the guidelines of Oklahoma State University, the Graphic Design Internship program, and the rules and regulations of the position of the internship appointment. I understand that infraction of either the expectations of the University, the Department and/or the employer will constitute dismissal from the internship and result in a grade of "F" for course.

SIGNATURE OF STUDENT _____ DATE _____

HOST EVALUATION FORM

INTERNS NAME: _____ FIRM NAME: _____
 FIRM ADDRESS: _____ PHONE: _____

DIRECTIONS:

PLEASE RATE THE PERFORMANCE OF THE INTERN IN EACH AREA BY CIRCLING THE MOST APPROPRIATE NUMBER.

A. INTEREST IN FIELD OF STUDY /

	Excellent	Above Average	Average	Below Average	Unsatisfactory	N.A. or Observed
1. Desires to acquire knowledge	1	2	3	4	5	6
2. Takes advantage of opportunities offered	1	2	3	4	5	6
3. Accepts assigned tasks and completes them satisfactorily	1	2	3	4	5	6

B. PERSONAL ABILITIES /

1. Is Punctual	1	2	3	4	5	6
2. Is Thorough	1	2	3	4	5	6
3. Understands assignments or asks for assistance	1	2	3	4	5	6
4. Is enthusiastic	1	2	3	4	5	6
5. Has appropriate dress	1	2	3	4	5	6
6. Has good manners	1	2	3	4	5	6
7. Has ability to work under stress	1	2	3	4	5	6
8. Has good employee / employer relationship	1	2	3	4	5	6
9. Meets scheduled deadlines	1	2	3	4	5	6
10. Follows instructions	1	2	3	4	5	6
11. Keeps up and follows through on details	1	2	3	4	5	6
12. Takes constructive criticism	1	2	3	4	5	6
13. Assists coworkers	1	2	3	4	5	6
14. Demonstrates good telephone manners	1	2	3	4	5	6

C. SKILLS IN AREAS THAT APPLY /

1. Drawing / Drafting	1	2	3	4	5	6
2. Layout / Composition / Design	1	2	3	4	5	6
3. Use of Typography	1	2	3	4	5	6
4. Computer Skills	1	2	3	4	5	6
5. Office Tasks	1	2	3	4	5	6

D. WOULD YOU BE WILLING TO TAKE ANOTHER INTERN BASED ON THIS EXPERIENCE?

COMMENTS:

HOST SIGNATURE _____

HOST NAME _____

**PLEASE SEND THIS FORM VIA EMAIL TO
 OR BY CONVENTIONAL MAIL TO:**

DEPARTMENT OF ART, GRAPHIC DESIGN AND ART HISTORY,
 108 BARLETT CENTER, OKLAHOMA STATE UNIVERSITY,
 STILLWATER, OK 74078-4085
 FAX# 405 744 5767