

Graphic Design Internship Program

Credits. 3.0 = 135 Work Hours

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Office. hours arranged

Description The purpose of the Graphic Design Internship Program is to offer you an opportunity to expand your knowledge and understanding of professional practice by working in an actual design setting. It is critical that you locate an agency where you will be working with an experienced professional in a mentor to student role. Simply providing creative work without this arrangement will not be eligible for internship credit.

Objectives To gain invaluable experience working under the tutelage of professional designers, creative directors and/or marketing directors. To prepare creative work for a professional portfolio. To enhance your academic experience while preparing for career opportunities.

Learning Outcomes You will gain invaluable experience working under the tutelage of professional designers, creative directors or marketing directors.

- gain understanding of the pragmatic functions of a firm and its operation
- receive tutelage and critical art direction
- gain experience with project presentation and client interaction
- add value and experience to your resume
- produce or assist in the production of visual communication design materials

Prerequisites/Technology Use

Working knowledge of Adobe software suit, primarily Adobe Photoshop, Illustrator and InDesign is required. Those students pursuing an internship experience in Web and Interactive media must have Art469 Interactive Design as a prerequisite.

A minimum of 15 credit hours in Graphic Design is a required prerequisite for all internships.

Requirements

You are required to work a minimum of **135 hours** over the course of your internship to meet a 3 credit course load.

For final grading you will be required to submit the following items one week before finals week. These items are detailed on the Internship Procedures (page 3) in this packet.

- 1. Weekly Hours and Assignments Log**
- 2. Reflection Summary**
- 3. Detailed Work Samples**
- 4. Evaluation Form from your Employer**

Attendance

Attendance is mandatory. As with any classroom experience you are expected to be prepared, be on time and consistent with your attendance and participation in the firm's daily activities.

Grading & Evaluation

Your grade will be based on the following percentages:

Employer Evaluation	80%
Final PDF items	20%

Employer Evaluation 80%

You will be graded by your employer after your contract has expired.

An electronic evaluation form is available on Handshake. Your employer will be notified prior to finals week with a link to fill this form out on the Handshake site. **Please double check with your employer if you do not receive a notice from Handshake.**

Final PDF items 20%

You will be evaluated on the content and quality of your final report which includes; Work Samples, Hours Log, and Reflection Summary. Please submit a thoughtfully designed report with a title page and appropriate use of typographic and design formatting. You may include all of your items (log, reflection statement and work in one PDF)

By Wednesday of Finals Week:

These items are to be uploaded to **Canvas > Assignments > Final Materials**

- * You must first secure an internship at an approved site in advance of the semester.
- * You must meet with your Faculty Advisor prior to submitting the Approval Form

I) Registration Steps:

1. You will be using the UNC's Career Readiness **HandShake** database. Familiarize yourself with this site and follow the steps outlined on: UNC website > [PVA INTERNSHIPS](#)
2. Meet with your faculty advisor to discuss details about your chosen internship site.
3. Fill out the **Internship Approval Form** found in the Internship Packet folder. Return the form to your faculty advisor via email for approval. You will receive a verification email from your faculty advisor or school academic advisor.
4. After you receive the approval **register for your internship credits**. Contact Aisha Gallion, SoAD Academic Advisor to assist with registration. Like any course this is a tuition based credit hour scenario. You will be notified with a financial statement after you are registered

II) Internship Records and Materials:

Please keep up with recording your experience as you go through the semester. Below is the list of items required for final grading.

- 1. Weekly Hours and Assignments Log**
- 2. Reflection Summary**
- 3. Detailed Work Samples**
- 4. Evaluation Form from your Employer**

1. Weekly Hours and Assignments Log You must spend a minimum of 45 hours per credit hour. Make sure your employer will commit the time necessary for adequate credit. It is recommended that you work at your job sites no less than four hours at a time in order to gain a more realistic experience. Record weekly the time spent and your duties at your internship.

A journal entry must be made that details each week's experiences and learning at the site, including: terms, tools, procedures, techniques, etc. Use a daily Journal to document your experience. Keep them organized in your Internship binder. Make it a daily habit, as completing entries at the end of the semester diminishes the effectiveness of keeping a journal. You may be asked to present your experience to other students upon return.

2. Reflection Summary Write a one page reflection of your experience. Consider the positive and unexpected details you discovered with your experience. Detail the information you gained and the quality of your experience with the agency.

3. Detailed Work Samples. Submit your completed work, creative briefs, and process materials. Use mockups and photographs of your work where needed. Space each project out pr page and avoid placing too much work on a single page.

4. Evaluation Forms from your Employer

Your employer will fill out two Evaluation Forms

- **MIDTERM EVAL FORM**
- **FINAL EVAL FORM**

MIDTERM EVAL FORM

Send your employer the MIDTERM EVAL FORM during the semester's midterm scheduled week. The due dates will be posted on the course Canvas shell.

FINAL EVAL FORM

Send your employer the FINAL EVAL FORM two weeks before the end of the semester. The due dates will be posted on the course Canvas shell.

You will not receive a passing grade without these forms. Please double check with your employer to make sure the forms were forwarded and received to your faculty advisor. The return email address is listed on the forms.

Below is a sample Final Evaluation Form. Please take some time to review the necessary requirements, expectations and objectives your employer is looking for.

School of Art and Design / University of Northern Colorado

GRAPHIC DESIGN INTERNSHIP | STUDENT EVALUATION

Student Name _____

Location _____

5 4 3 2 1

5= excellent 4= above average 3= adequate 2= below average 1= insufficient

☐ ☐ ☒ ☐ ☐

5 4 3 2 1

Student was punctual and on time? How would you rate the student's attendance?

☐ ☐ ☒ ☐ ☐

5 4 3 2 1

How would you rate the student's technical abilities?

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Student took initiative and was resourceful.

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

How would you rate the student's visual problem-solving abilities?

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Student attempted to develop creative solutions to problems.

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Student showed a positive attitude toward the internship position.

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Work was of professional quality.

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Did the student show sufficient progress and development through the term?

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Would you consider hiring the student again?

☐ ☐ ☐ ☐ ☐

5 4 3 2 1

Overall, how would you rate the student's performance?

☐ ☐ ☐ ☐ ☐

A B C D E

How would you grade the student?

please email form to: mark.fetkewicz@unco.edu | thank you.

Comments _____

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievements (e.g. time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations.

Office: (970) 351-2289, Michener Library L-80.

Students can learn more here: www.unco.edu/disability-resource-center

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator, Larry Loftin. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes is entirely voluntary.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>

UNC Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>

UNC Psychological Services: 970-351-1645 or http://www.unco.edu/cebs/psych_clinic

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Academic Integrity

Students are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Dean of Students Office. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Attendance

Students are expected to attend class regularly. Each instructor determines the relationship between class attendance, the objectives of the class, and students' grades. Instructors are responsible for articulating their attendance policies and their effect on grades to students. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve students' absences. Students are responsible for requesting such approval. In an effort to create inclusive learning environments, instructors should not require doctors' notes to determine whether or not to excuse an absence.

COVID-19

The COVID-19 pandemic is a complex, challenging, and fluid situation, which continues to evolve. UNC will follow applicable legal requirements and federal, state, and county public health recommendations and mandates in all decisions related to university operations. Students should review the Coronavirus website and the Operations website for the current academic term for the most up to date guidance. Students who fail to comply with current guidance on masks and social distancing will be reminded of current policy; students who fail to correct their behavior will be asked to leave the classroom and may be referred to the Dean of Students office.

The safety and well-being of our Community of Bears requires each of us to be prepared to do our part to protect the health of our entire campus community, as well as our friends, families, and neighbors. It is important that all members of the university community work together to keep our community safe.

Equity and Inclusion

The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact Chief Diversity Officer, Dr. Tobias Guzman, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance.

Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Students who face challenges securing their food or housing and believe this may affect their performance in this course are also urged to contact Student Outreach and Support (SOS), which is part of the Dean of Students Office. SOS can assist students during difficult circumstances, which may include medical, mental health, personal or family crisis, illness, or injury. The Dean of Students Office/SOS can be reached at dos@unco.edu or via phone at 970-351-2001.

Land Acknowledgment

The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its

respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations.

As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944.

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course roster is available here: <https://www.unco.edu/registrar/name-change.aspx>

Writing Center

The Writing Center offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work.

To guarantee a session time, make an appointment using our online scheduling system: www.unco.mywconline.com. You will need to create a new account if you've never visited the Writing Center before. We also have walk-in session times available during our scheduled open hours, Monday – Friday 9:00 am – 4:00 pm in the Writing Center, Ross Hall 1230. We also have walk-in sessions in the library (first floor) Monday – Thursday evenings, 5:00 pm – 8:00 pm.

If your instructor requires you to visit the Writing Center, make sure to alert your Consultant, and/or check the box on the appointment form, and we will send an email confirmation of your session to your instructor.

For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.

Artificial Intelligence (AI) Use

Attention students: the following statements are provided to help faculty communicate their policies regarding generative AI, whose use might or might not be appropriate depending on the academic discipline and teaching methods their course uses. Make sure to check the specific policies for each of your classes.

No Use of Generative AI Permitted

Sample: AI Writing tools are not permitted for any stage of work in this class. If you use these tools, your actions would be

considered academically dishonest and a violation of Bryant's Academic Honesty Policy. (from Bryant University)

Sample: Intellectual honesty is vital to an academic community and for my fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software. (from Princeton University)

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

Sample: There are situations and contexts within this course where you will be asked to use AI tools to explore how they can be used. Outside of those circumstances, you are discouraged from using AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, responses, etc) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work. (from Colorado University system)

Broader Use of Generative AI Permitted Within Guidelines

Sample: AI Writing tools such as ChatGPT are welcome in this class, provided that you cite when and how you use the tool. You will be provided with examples of how to cite your use of this tool in your writing. (from Bryant University)

Sample: In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue. (from University of Iowa)