

Internship Policy for Graduate Visual Communication Design Students

ASU Visual Communication Design Graduate Internship Program Overview:

The Design School's professional internship program for Visual Communication Design students provides graduate students with the experience needed for entrance into the world of professional practice by spending a minimum of 200 hours interning in a design / advertising and marketing firm. The student receives University credit for this work experience; however, the school recommends that the students be reasonably compensated for their internship hours. The school's role, as a professional level program in visual communication design, is to provide the student with design and technical subject matter. The school is also responsible for the examination and evaluation of the student in these subject areas, and to provide an atmosphere conducive to the development of a professional attitude.

It is the responsibility of the profession and professional schools to provide an internship program that offers varied opportunities for experience representative of the diversity of office practice. It is The Design School's responsibility to the student to evaluate the experience, knowledge, and judgment gained during the internship program. We require and make available this experience for all professional level students before they graduate. The students greatly benefit from this exposure to professional practice and culture.

Intern's Responsibilities:

It is the intern's responsibility to contact the internship employer, secure internship employment, verify all internship employer office hours, and to honor all internship employer policies. The Design School expects students to represent professionalism through a conscientious professional attitude as expressed in his/her personal manner, work ethic, and appearance.

Practitioner's Responsibilities:

It is the responsibility of the design firm to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign a senior-level designer as the intern's supervisor. In addition, it is required that the firm completes an evaluation of the student at the end of their internship, and sign an internship contract with The Design School prior to internship employment.

Materials Required for Internship:

These forms are available on the school's website:

<https://design.asu.edu/resources/students/internships#graduate>

Fill the 'intent form' and submit to the Graduate Coordinators (designgrad@asu.edu) before the end of Spring semester.

Internship Contract

The internship contract is filled out by the student, signed by the firm supervisor, and returned to the School office. The student is responsible for making sure that the form is completed and returned promptly. **This form must be completed and filed BEFORE beginning the internship.**

Supervisor Evaluation Form

The supervisor's evaluation form is completed by the student's internship supervisor after completion of the internship and returned to the School office. It is a primary component required for posting a grade in GRA 584. The internship supervisor is expected to comment on the quality and on the value of the student's performance within his/her firm. The student should remind the supervisor to fill out and return the form within two weeks of completing the internship. It may be returned to The Design School using one of the following methods:

In addition, please sign up for GRA 584 Internship class during the Fall semester.

Mail:

The Design School
Internship Program
PO Box 871605
Tempe, AZ 85287-1605

Email: designgrad@asu.edu

Fax: (480) 965-0968

Any questions regarding the internship forms can be sent to designgrad@asu.edu and questions regarding the internship program can be directed to the Internship Coordinator Alfred Sanft (asanft@asu.edu).

The Design School

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