

## Visual Communication Design | The Design School | Internship Program:

The Design School's professional internship program for Visual Communication Design students provides undergraduates 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.

### PROCESS

- Secure internship
- Fill 'intent form' and submit to the instructor (GRA 362) before the end of Spring semester
- Have the internship provider fill, sign, verify, and forward the 'contract form' to the instructor before the end of the internship. Please do not begin the internship before the contract form signed and verified by the instructor.
- Have the internship provider fill, sign, verify, and forward the 'evaluation form' to the instructor before the end of the internship.
- Sign up for GRA 484 Internship class during Fall semester. (This class is not offered during spring semester)
- Make a formal public presentation sharing the internship presentation in fall or spring semester

### 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.

### The Design School