

## Internship Policy for Visual Communication Design Firms

### 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.

### 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:

#### *Internship Contract*

The internship contract is filled out by the student, approved by the firm supervisor, and approved by the internship coordinator. These are all sent and approved through Handshake. This form must be completed BEFORE beginning the internship.

#### *Student Placement Agreement*

A Student Placement Agreement must be signed by the internship supervisor prior to the start of the internship. Once the contract is signed by all parties through Handshake, the SPA will be sent via DocuSign to the supervisor's email address.

#### *Supervisor Evaluation Form*

The supervisor's evaluation form is completed by the student's internship supervisor after completion of the internship. 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. This form will be sent via Handshake to the supervisor's email address.

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