Internship Syllabus

Teachers:

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Graphic Design: Brandon Truscott  |  801.863.5686  |  Brandon.Truscott@uvu.edu  |  GT535A

All Other Internships: Perry Stewart  |  801.863.7132  |  Stewarpe@uvu.edu  |  GT409

Approval Process

Once you have read the following document and understand your responsibilities and obligations regarding your internship experience; and have located an internship. Proceed to fill out the digital Internship Proposal Form found here: [http://www.uvu.edu/internships/forms/soaproposal.html](http://www.uvu.edu/internships/forms/soaproposal.html) for any questions contact the School of the Arts Internship Coordinator: Christina Ruth  |  christina.ruth@uvu.edu  |  801-863-5712

Course Description

An internship combines classroom theory with related, practical job experience. A student works as an employee of a business, agency, or institution while enrolled in classes related to their career/major. Course content is individualized with the student setting objectives in concert with their internship advisor and their workplace supervisor. Internship enrollment must be pre-approved by the area coordinator and department internship advisor. Number of hours worked per week will determine number of credits granted (75 hours worked = 1 credit). May apply a maximum of 6 credits toward graduation. Graded credit/no credit.

Objectives

1 - Apply academic skills to a practical professional setting  
2 - Reflect on how classroom experience applies to a professional setting  
3 - Develop and maintain professional relationships with coworkers, supervisors, and clients  
4 - Recognize and refine personal career interests relative to internship experiences  
5 - Further explore career opportunities in the Art & Design field.

Procedures

The responsibility for your experience as an intern rests primarily on you. You are responsible to find an internship that will help you progress in your career, while still meeting the requirements of the University and the Department of Art & Design. The effort and attention you put into your internship will directly equate to how much you learn, improve and are prepared for full-time employment in your career.
Finding an internship

While the responsibility falls on the student to find an internship, there are a number of resources to help you. The Internship Services Office at UVU is one of them, located in LC 409, the website: 
http://www.uvu.edu/internships/findinternships/index.html. You can schedule an appointment with your Internship Coordinator to discuss your options: 
http://www.uvu.edu/internships/aboutus/internshipcoordinatorsandapps.html

Others include the Graphic Design blog and the Photography blog, which list internship opportunities. Review these opportunities and others that you discover through friends, family and faculty.

General Guidelines for all internships

- Self-employment is not eligible for internship credit.
- Your work duties must relate to your educational emphasis. For instance, running a cash register would not qualify for an internship.
- The employer should provide you with a place to work and any necessary equipment. For instance, you should not have to bring your own laptop to use for an internship in graphic design.
- Your responsibilities should align with the coursework you have completed. They should also align with your career goals.
- The responsibilities should be substantive. A job where you primarily answer the phone, for instance, would not be substantive.
- The environment you work in should be safe and conducive to learning.
- You should have a supervisor who interacts with you daily.
- At no time should an employer expect you to do anything that would be contrary to local, state or national laws.
- You should agree with your employer, before the internship begins, whether your internship is paid or unpaid. If it is paid, you should agree to an hourly rate and a pay schedule.

Degree Specific Guidelines AA/AS

- Qualifies for lower division credit
- Duties and responsibilities relate to area of study in Art & Design
- Responsibilities are often related to producing (as opposed to creating) work (for instance, color correcting a photograph, as opposed to shooting one)
- Relatively little or no finished work is required of the intern.
- Supervisor’s expertise may not be aligned directly to the student’s area of study.

AAS

- Qualifies for lower division credit
- Duties and responsibilities relate to specific area of study in Art & Design
- Responsibilities are related to the student’s area of study.
- Student assists in the production of things as opposed to actually creating them. For instance, a photography student may make color adjustments to photographs shot by others (as opposed to shooting images themselves).
- Supervisor has educational or professional experience in the student’s area of study.

BA/BS

- If student has been formally accepted into the BA/BS degree and is a junior or senior, the internship qualifies for upper division credit.
• Duties and responsibilities relate to areas the student has studied in Art & Design. Since the BA/BS degrees are general degrees, taking 2-3 classes in a specific area would generally prepare the student for responsibilities that qualify for upper division credit.
• Responsibilities are related more to creating or assisting closely in creating things. Finished work is required of interns. For instance, a student is asked to generate ideas and then a final version of a poster to go to press.
• Supervisor has educational or professional experience in the student’s area of study OR in the student’s desired career.

BFA

• If student has been formally accepted into a BFA program and is a junior or senior and has completed lower division coursework, the internship qualifies for upper division credit.
• Duties and responsibilities relate directly to student’s area of emphasis in the BFA program.
• Responsibilities are related more to creating or assisting closely in creating things. Finished work is required of interns. For instance, a student is asked to generate ideas and then a final version of a poster to go to press.
• Supervisor has to have at BFA in area of study or at least 5-7 years professional experience in the student’s area of study.

Creating Objectives

Objectives are the skills/knowledge you hope to gain through the internship. By defining with your employer what you hope to learn, you will ensure that the internship is valuable and helps extend the knowledge you’ve gained in the classroom.

To write objectives, consider the following:

• What is the job description for the position?
• What things are you responsible for?
• What skills do you need to have to perform the job?
• In what areas would you like to increase or improve your skills?
• Are there specific projects you will be involved in? What will you need to learn in order to complete them properly?
• Are there aspects of the job that you haven’t been exposed to in class with which you would like to become more familiar?
• Does your supervisor have extensive expertise in a specific area? How can you learn the most from them?
• Use active verbs when you write your objectives.

Grading

Internships in the Art & Design department are not given a letter grade, but a graded credit/no credit (CR/NCR). Your grade is based on completing the required hours, fulfilling weekly logs, completing all papers, receiving a satisfactory report from your supervisor, and completing exist survey.

Your Responsibilities

• Comply with the Experience Provider’s policies, procedures, and standards.
• Adhere to the UVU Code of Conduct.
• Enroll in an Art & Design Internship class and complete the course requirements.
• Report serious safety or personnel problems to the Art & Design Internship Coordinator.
• Complete the number of hours you indicated on the form that you would work
• Do your job well. Listen to input from your supervisor.
• Treat your supervisor and your internship with respect. Employers often sacrifice a significant amount of time to help train you to perform to their expectations
• Manage the details of the job
• Get to work on-time and perform your responsibilities to the satisfaction of your employer
• Be a sponge: there are things that cannot be taught in the classroom. Learn as much as you can on your internship.
• It is your responsibility to inform the Internship Coordinator if any of the following changes:
  • Your employment status at your internship
  • Your supervisor changes
  • You work fewer hours than what is indicated on your form

Your Employer’s Responsibilities

• Involve the student for the entire period of the internship unless the agreement is terminated for cause.
• Orient the student to the Experience Provider’s policies and practices.
• Notify the Internship Coordinator of any cause of dissatisfaction with or misconduct on the part of the student.
• If applicable, pay the student the agreed rate of compensation for the term of the internship.
• Accept primary responsibility for supervision of the student at the internship site.

Your AVC Internship Coordinator’s Responsibilities

• Promote harmony and cooperation between the Experience Provider and student.
• Assume general responsibility for pre-internship orientation, advisement, and evaluation of student.
• Communicate and consult with the Employer to facilitate the successful operation of the internship program.

Internship approval

• Meet with your Art and Design Internship coordinator to discuss your internship options, how many credits you would like to take and if you are seeking upper or lower division credit.
• Complete the mandatory UVU Internship online orientation: http://www.uvu.edu/internships/student/orientation.html You cannot register until the orientation has been completed.

• Student completes Internship Proposal, getting input from the employer on the objectives and responsibilities for the internship. Both student and employer sign the form. Student saves a PDF copy of this application for proof.
• Student reviews their internship opportunity in person with their Internship Coordinator who establishes upper or lower-division Internship credit and how many credit hours it qualifies for. Student then receives approval to register for the class.

Communicating with your coordinator

• Your coordinator will send an email requesting a report just before mid-term. It will be due the week of Fall break. S/he may also decide to make a site visit.
• Your coordinator will send an email requesting a final report just before finals week. It will be due the week of finals.
• If any of the following changes, YOU MUST CONTACT THE INTERNSHIP COORDINATOR:
  • - changes to your hours
  • - changes to your supervisor
  • - problems/concerns

**Documenting your hours**

Please keep track of your hours. This could be a sheet where you log your time in and out, it could mean using your employer’s software to log your time. At the end of the semester, we will ask you and your employer how many hours you’ve worked.

**Completing your internship**

Near the end of the semester, the internship coordinator will contact you and ask you to fill out a report. This will consist of answering a series of questions about your internship and taking a survey. Your employer will also receive a form to help them evaluate your performance. Turning these items in is mandatory to receive a passing grade.

**Registering for the internship**

1. Student reads this form in it’s entirety.
2. Student finds internship opportunity on their own, through a mentor, and/or UVU Internship Services (863.6308).
3. Student completes the mandatory UVU Internship online orientation: [http://www.uvu.edu/internships/student/orientation.html](http://www.uvu.edu/internships/student/orientation.html). You cannot register until the orientation has been completed.
4. Student completes the Digital Proposal Form: [http://www.uvu.edu/internships/forms/soaproposal.html](http://www.uvu.edu/internships/forms/soaproposal.html) getting input from the employer as to the objectives and responsibilities for the internship. The student and the employer agree to a work schedule and a specified number of hours to be worked (1 credit hour per 75 hours worked).
5. Student sends an email with a digitally-signed application form to AVC Internship Coordinator.
6. If coordinator approves the internship, s/he will then send you the digital Internship Application form and complete the override allowing you to register online.
7. The advisor will email the student to let them know the override is in place.
8. **Final Step:** Student registers for the course online and Logs into the Canvas course to begin class!