

ART4496 INTERNSHIP IN ART/DESIGN SYLLABUS AND  
**INTERNSHIP AGREEMENT:**

\_\_\_\_\_ (agency/ies)

*and*

\_\_\_\_\_ (intern)

It is agreed upon by the above agency/ies and Troy student \_\_\_\_\_ (here forth known as "intern"), that an internship be established for the \_\_\_\_\_ session of year \_\_\_\_\_. Although this internship is defined as "non-paying", the agency/ies will reserve the right to compensate intern at its discretion.

Having registered into ART4496, the INTERN agrees to the following:

1. Assist the agency in the research, design, and development of visual communication projects throughout the semester.
2. To faithfully execute all assignments with professionalism and on time.
3. To keep all client information confidential!
4. To meet on an established/regular basis with Mr. Johnson (or other approved director).  
Time/days of meeting are: \_\_\_\_\_  
unless otherwise noted.
5. To compile documentation of all work completed for this internship. This comprehensive compilation will be submitted to Mr. Johnson in a highly professional format (a portfolio) at the time of the regularly scheduled final examination.
6. Student will be evaluated according to the amount of effort put forth in research, design and development, ability to meet deadlines, attendance and punctuality, sophistication of design work, general productivity and effectiveness.
7. Semester grade will be determined from an evaluation of the **final portfolio\*** submitted and an overall assessment of the intern's performance by the agency/ies.
8. Student will be expected to work a minimum 120 hours during the semester to complete the tasks given and to gain three hours credit. The actual hours may vary each week due to schedules, deadlines and workflow.

\_\_\_\_\_ Agency Representative

\_\_\_\_\_ Interning Student

\_\_\_\_\_ Instructor \_\_\_\_\_ Date

**Catalog Description:** Experiential learning in the context of an art or design related profession. Must be approved by the department chair and cooperating host organization. May be repeated for credit.

**Prerequisites:** Student must have completed at least 15 hours in their art or design major or have written approval from the department chair.

**Schedule:** Intern will meet with supervisor on a regular basis as agreed upon (see item 4).

**Fees:** None

**Required Textbooks and Materials:** Textbooks and materials will vary according to the nature of the internship. For this particular internship, student will need to purchase the book/s entitled: \_\_\_\_\_

ISBN: \_\_\_\_\_

In addition, it is expected that the design intern regularly peruse graphic design and visual communication magazines as well as other business periodicals (i.e. *PRINT, Communication Arts, HOW, Advertising Age*, etc.). Interns are also expected to peruse significant web sites that represent the best in design (i.e. [www.studiotimo.com](http://www.studiotimo.com)). It is critical that designers stay abreast of trends and issues in design, technology and industry if they are to be relevant and effective in the current information landscape.

**Course Objectives:**

As a result of this course the student will:

1. Focus on design strategies for business and industry by gaining “real world” experience through an actual supervisor and actual clients.
2. Strive to prepare excellent work that will satisfy the expectations of the supervising art director and the client.
3. Be challenged to create a comprehensive rationale for every design proposal that is submitted to the client.
4. Demonstrate ability to research, design and develop creative visual solutions for a variety of businesses as well as manage projects.
5. More effectively meet with clients and discuss design concerns and strategies.
6. Learn to better manage time in a work environment by designing schedules and timelines.

**Course Content:**

1. Students will work under the supervision of a representative from the partnering agency that hosts the internship. The work may be independent or collaborative but will always be for the sake of the client and the art director.
2. Fulfillment of all listed course requirements

**Course Requirements:**

1. Attend all seminars and critique (dates and classroom to be announced).
2. The students will focus on meeting all deadlines and required assignments and tasks as given by the host institution.
3. Each student will keep a journal containing: seminar topics and issues, personal ideas, new techniques, research, notes and preliminary sketches for each project assigned, etc.
4. Student will complete all provided forms by the department by the assigned deadlines.
5. Student will turn in a final portfolio along with all completed supervisor's forms and documentation of work completed and 3-page paper describing the internship.

**Grading Policy:**

Grading scale is:      A.....90 and above  
                                  B..... 80 to 89  
                                  C.....70 to 79  
                                  D.....60 to 69  
                                  F.....50 and below

**INCOMPLETE WORK POLICY:**

Incomplete grades are assigned only in rare cases when a student completes more than 80 percent of the work assigned in the course and cannot complete the remaining work due to an illness or family emergency. Incomplete grades are not automatically assigned in these cases as students must request an incomplete grade in writing from the instructor. Incomplete grades must be removed in accordance with TROY's policies on incomplete grades.

**ACADEMIC HONESTY:**

It is absolutely expected that students will use high standards of integrity in their course work. Students in this course will practice academic honesty. Dishonesty includes but is not limited to the following:

*Cheating, plagiarism, collusion, submission for credit any work or materials that are attributable in whole or in part to another person without proper attribution, taking an examination for another person, attempting to obtain or obtaining exams and grade assignments prior to class, turning in another student's assignment or work (whole or in part, with or without his/her knowledge) as your own, providing false or misleading information to receive a postponement or an extension on a test, quiz, or assignment, a lack of candor on the student's behalf or any act designed to give an unfair advantage to any student or the attempt to commit such acts.*

Any breach of these standards will result in procedures detailed in the Oracle.

**Policy on Cheating:** Students are held to the Code of Conduct outlined in the Oracle.

**Americans with Disabilities Act:** Any Student whose disabilities fall within the ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements of the course. Students who have or may be dealing with a disability or learning difficulty should speak with the instructor or contact the Office of Adaptive Needs Program (Wright 226) or call 670-3320/3222. Various accommodations are available through the Adaptive Needs Program.

**Date of Most Recent Course Revision:** June 3, 2006

**Usual Instructor(s):** Johnson, Jerry

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