

ELECTIVE Internship Credit

Attention Graphic Design Students 2nd year and beyond

If you have already completed, or in the process of completing, the Graphic Design sophomore major courses, you are eligible for the 3 credit internship experience. You can do the internship either during the summer (either between sophomore/junior year or between junior/senior year) or during a fall or spring semester. You must have **PRE APPROVAL** from your Faculty Advisor. Please read details below for more information.

Eligibility

- You must have at least completed your sophomore major classes in Graphic Design.
- You must obtain approval in advance from your Faculty Advisor to use the internship for elective credit (for either studio or open/free elective credit.)
- The internship must be within a design firm, ad agency, marketing firm, design/marketing unit within a company, or similar type of business.
- The intern position must be under the supervision of a designer, senior designer, art director, creative director, marketing communications person, or similar person. They must have a relationship to the design profession.
- You cannot be the sole designer as then you are not learning from someone else. Freelance is not used for internship. You must be working on-site with a supervisor in a role as stated previously.

The Program Overview

Students may work at their internship and earn course credit during any fall or spring semester, or during summer after the minimum of completing the graphic design major courses in sophomore year. During the academic year, students will earn the credit during the same semester they perform the internship.

- Students are responsible for securing their own internship with approval from their Faculty Advisor.
- Use the Internship Pre-approval form you can download from the graphic design blog on the Internships page. graphicdesign.cias.rit.edu
- An unpaid internship must have a minimum of 6 hours/week required, and should be arranged with the employer. But not to exceed 20 hours a week. (Or a minimum of 90 hours and maximum of 300 hours for the semester). For a paid internship, you can work fulltime. Please consult with your Faculty Advisor.
- Students will treat their internship as both a job and a learning experience.
- Students may be required to meet with their Faculty Advisor to discuss their progress.
- Students will be required to submit a final summary outlining their experience and examples of their work in digital form. Please consult with your Faculty Advisor for guidelines on this requirement.

Course Registration Process After Approval

- Once your Faculty Advisor approves the internship, he/she must arrange enrollment for you by using the current add/drop process in place for the college.

Employers Responsibility

- Employers will schedule interns at mutually agreed upon times and adhere to the minimum/maximum hours as stated previously under Program Overview.
- Employers will utilize the students' in an appropriate function and offer meaningful work and professional guidance to the student.
- Employers will be required to submit an evaluation form upon completion of the student's internship. The evaluation will be sent to you from the Faculty Advisor.

For Internships to be Completed Over the Summer

- You must obtain pre-approval from your Faculty Advisor.
- Use the Internship Pre-approval form by downloading from the graphic design blog Internships page. The PDF version is a fillable form. graphicdesign.cias.rit.edu
- Once approved, you will be added to the course by the Chair of Graphic Design for Summer Tiger Term into Graphic Design Internship Elective (you will need to be registered for Summer Tiger Term).
- In the last week of July of your summer internship, email a reminder to the Chair of Graphic Design to send your employer an evaluation form.
- You will need work with the Chair of Graphic Design in the **first week of August** when you will submit examples of your work and submit a final written summary. This needs to be done for grading (see the Tiger Term Schedule and ask the Department Chair for the actual deadline).
- You will be awarded your credits at the end of the Tiger Term in which you complete the internship.

For Internships to be Completed During Fall or Spring Semester

- Follow the same steps as listed under eligibility and program overview. You must get pre-approval from your Faculty Advisor before you start the internship.
- Once approved, you will be added to the course by your Faculty Advisor for the semester into Graphic Design Internship Elective.
- You will be awarded your credits at the end of the semester in which you complete the internship.
- Remind your faculty advisor to send your employer an evaluation form around the 13th or 14th week of the semester.
- You will need to meet with your faculty advisor at the end of the semester (either 15th week or Finals week) where you will show your work and submit a final written summary.

INSTRUCTIONS

Fill out and submit to your **faculty advisor** for approval to use the internship for Graphic Design Elective credit. You must do this in **advance** of doing the internship to obtain credit approval.

Faculty Advisor

Today's Date

Student Name

ID #

Semester or Term internship will be completed:

Current Address

Email

Phone #

Employer/Company Name

Supervisor Name & Title

Address

Phone #

Email

Student's Proposed Title

Job Description / Responsibilities:

Number of hours to work per week

Weekly schedule (days/times)

Faculty Advisor Approval

Date

Faculty Advisor: keep this for your records, and to remind you to send the employer evaluation form near the end of the quarter.