Course Description:
This is a course that deals with the employment of a student in an apprentice-type, supervised graphic design position. This course should not be taken until near the end of the degree program. The students are each required to find employment within an area that is deemed by the instructor to fit the requirements of the course. Freelance work IS NOT acceptable as an internship.

Each student must seek and find employment in a graphic design position deemed acceptable by the instructor. Freelance work IS NOT acceptable as an internship position. The position must be supervised and in an office situation.

The student must return the Graphic Design Internship Confirmation Form to the instructor within two weeks of acquiring an approved internship position.

The student must complete a minimum of 90 hours of supervised time working within said position.

The student must present an Internship Packet to the instructor by or before the last regular day of classes, according to the semester schedule. This packet WILL NOT be returned. This is the week before final examinations begin, approximately May 10.

The packet should be a designed piece containing samples of the work that the student has completed while in the intern position. These samples may be reproduced within the design as needed, but should also include some or all originals within an appendix, so students should be sure to save multiple copies of projects throughout the semester.

A brief summary and description of the type of work that was involved in this internship. This could include, but is not limited to a daily log of work, or weekly schedule, and descriptions of the types of projects the student was involved in, and the processes that were followed in producing the project, and the skills that were used or learned.

A signed and dated letter from your employer discussing and critiquing the student’s performance during the internship, as well as grading them on their internship.

A signed and dated letter from the student describing their impression and over-all feelings about the internship, as well as explaining the grade that they believe they earned.

If you have any problems or questions during the semester, please feel free to talk with me. I am available during my office hours or by appointment.

1 Required Subscription:
HOW, Dynamic Graphics, Communication Arts, Print, I.D., or Step Inside Design

Office 1332
Hours posted
619-4288
victor@nwacc.edu
faculty.nwacc.edu/victor/
If you have hired a NWACC student to fill a position that might qualify for an internship under NWACC’s guidelines, please confirm so here in order that the student can receive proper credit

Name of your company:__________________________________________________________________

Company address:_______________________________________________________________________

Phone:________________________________________________________________________________

Your name:_____________________________________________________________________________

Your position:___________________________________________________________________________

Student’s name:_________________________________________________________________________

Student’s position:_______________________________________________________________________

Student’s job description:_________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Date hired:_____________________________________________________________________________

I confirm that the above mentioned student is working in a capacity that will allow them experience and training in the fields of advertising and graphic design. I further understand that for the student to be allowed college credit for their experience our company must be willing to provide to the NorthWest Arkansas Community College Department of Art, confirmation of the number of hours worked by the student and a brief written evaluation of the student’s efforts.

Signature of company representative:________________________________________________________

Date:_________________________________________________________________________________