

ART 4230 Graphic Design Internship Contract
The University of Memphis Department of Art and Design
Graphic Design Concentration

Description:

ART 4230 offers the upper division graphic design student an opportunity to pursue an internship for credit. The graphic design concentration at The University of Memphis has established this framework to supervise internship activity and to strengthen relations between the student, the sponsoring organization and the graphic design concentration at The University of Memphis. The graphic design internship is an individual study opportunity for exceptional students. By exchanging practical experience for degree credit, the student is provided with 12 to 15 hours per week of active involvement in a professional design environment. The internship is also a business arrangement between the graphic design concentration, the student, and the sponsoring organization, and therefore requires written clarification of standards, and objectives. To ensure mutual benefit among all parties engaged in internship activity, the following terms must be understood by the student, his or her academic advisor, and the sponsoring organization.

Terms:

- Student will be available for 12 to 15 hours of on-site work per week for the entire semester, (or a similar time frame equal to an 18 week semester, if contracted during the summer).
 - Arrangements regarding the student's work duties and schedule will be determined *before* student begins the internship.
 - Student will perform duties which are of relevance to the graphic design profession, and which contribute to the educational experience provided by the graphic design concentration at The University of Memphis.
 - Student will submit a written report to the advisor at the conclusion of the semester, describing the educational benefits and relevance of the internship experience. Student will provide samples of work to advisor.
 - Student and advisor agree to meet once a month to discuss internship activity.
 - Advisor may observe student performance during an on-site visit. The time and date of the visit will be arranged in advance.
 - Sponsor agrees to provide the student with opportunities which enhance the graphic design education experience.
- Therefore, students are not to be employed for purely clerical or non-design-related responsibilities. Sponsor may be asked to provide advisor with an assessment of student performance based on professional conduct, as well as the quantity and quality of work produced over the course of the semester.

name of sponsoring organization

address

city, state

zip

internship supervisor name and title

email

Signatures

student

date

faculty advisor

date

internship supervisor

date