Syllabus

Art 452, Art and Design Internship Syllabus

School of Art and Design
San Diego State University
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Course Description:
Prerequisite: Any 400-level art course. Field experience with local professional artists and designers in client relationships, business procedures, supervision of subcontracted work and installation, and execution of contracts. Maximum credit six units

Course Overview:
This class will focus on the practical experience of an internship in art and design in a professional environment under supervision of a practicing professional artist or designer. Students will work a minimum of 120 hours in an art or design studio and provide documentation of the experience.

Course Objectives:
At the end of this course, students should have learned and accomplished the following:
- Practical experience in art and design in a professional practice.
- Effective verbal, visual and written communication skills in the professional environment.
- Interact with artist and designers at a professional level.
- Job preparation through industry research and resume and portfolio preparation.
- Apply technical, analytical and conceptual skills to professional projects and problem solving.
- Identify ethical problems in the industry.
- Understand the structure, client relationships and operations of a business.
- Integrate knowledge gained in coursework with actual on-the-job projects.
- Relate the internship experience with future career goals, as well as develop industry contacts.

Attendance:
All internship students should attend the first meeting on Thursday, January 21 at 11:00am in Art 512B.

Attendance and participation in the course is monitored in the Art 452 Blackboard course. To earn credit in the class, students must participate in the Blackboard course on a weekly basis at a minimum.
All other meetings and appointment arranged in agreement with the instructor.
Punctual attendance in accordance with job schedule at the internship site.
Occasional meetings with instructor during office hours as needed.
Final exam day presentations on date to be scheduled.
Guidelines:

1. Prepare a cover letter to proposed internship site, your resume and portfolio within the first week of classes. These should be presented to the instructor and posted in your Journal.

2. Locate the internship site and supervisor (Career Services and/or the Art Advising Office may help). Provide the instructor with the specific contact information of the company and supervisor (address, phone, email, url, etc.). If you need assistance finding an internship, please write back to the instructor with your work experience interests, resume, portfolio and red id. You should be prepared to show your resume and portfolio to the internship site.

3. Write a proposal clearly stating the proposed company, the supervisors name, what you will be doing, your learning objectives and that you will work 120 hours by the end of the Spring semester, 2016.

4. The supervisor of the internship should write you (or me) a short a letter of invitation to the internship (with a copy to me). The letter should state the company name, what you will be doing, describe the learning objectives and confirm that you will work 120 hours by the end of the Spring semester, 2016. Please make sure to provide the exact name of your supervisor and company contact information to confirm the Service Learning Agreement.

5. The internship site should have a Service Learning Agreement in place with SDSU. The internship instructor will coordinate this with the company. Please provide the company name and contact information of the supervisor to the instructor as soon as possible.

6. The student should be registered in Art 452, Art and Design Internship

7. The student will complete 120 hours in the internship for three units of credit.

8. The student will need to keep a time sheet and track all work on the internship in the course Journal in Blackboard. The time sheet should clearly log date/time, activity and personal commentary about the activity and what was learned. Students must post entries in their Journal at least once per week.

9. Students will post in the Journal visual documentation of work completed on the internship demonstrating activities and learning objectives. Students must post entries in their Journal at least once per week.

10. The internship will require open communication among the work place supervisor, student and instructor. The student should plan on communicating with the instructor to discuss what is being learned and address any problems. The instructor will plan on internship site visits or phone calls with the student’s work place supervisor to discuss what is being learned and address any problems.

11. The student should make weekly posts in the class blog as well as enter comments other other student blogs.

12. At the end of the internship, the student will write a self evaluation of the experience and post it in the student’s Journal in Blackboard. The self evaluation should include what the student learned and how, including descriptions of task performed and projects completed.
13. At the end of the internship, the student's supervisor will write an evaluation of the student's performance. The supervisor's letter will be posted in the student's Journal in Blackboard. The supervisor's letter should verify the work completed by the student. The letter should also evaluate the student's performance, including the student's strengths and weaknesses, and that the student fulfilled the minimum 120 hour requirement.

14. The student will make a formal verbal and visual presentation to the class about the internship. It should clearly demonstrate the work environment, tasks, projects, and what was learned. The final presentations will be during the last week of classes and finals week.

Internship Criteria

The Art 452 Art and Design Internship class follows the San Diego State University Career Services guidelines that recognizes the National Associations of Colleges and Employers (NACE) definition of an internship, which is available along with the characteristics of an internship (paid, paid for credit or unpaid for credit) by viewing the Internship Definition & Characteristics Matrix (PDF).

Refer to the Department of Labor Fact Sheet to help you assess your internship site.

Some things to watch out for that are usually NOT acceptable...

- Internship site is at personal home (it should be at a commercial business site)
- Student assigned homework or asked to do work at home
- Student asked to provide own computer and/or software
- No other employees around
- Unsafe work environment
- If you are expected to be the expert - you need to be working under an expert designer or artist
- You are promised a job at the end of the internship if you do a good job
- You feel exploited
- No place for you to work

Grading will be based on information posted in the Journal and class Blog.

The Journal should include:
1. Student's resume
2. Student's portfolio
3. Original student proposal
4. Letter of invitation from supervisor
5. Timesheet to track all work on the internship
7. Self evaluation written by the student
8. Evaluation of student's performance and accomplished learning objectives written by the supervisor
9. Copy of Final presentation

The Blog should include at least 10 posts.
Student work

The instructor may retain copies of digital files and printed examples of student projects for the purpose of SDSU related instruction, display, exhibitions and publicity.

Students with Disabilities

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services.

Incomplete

An incomplete grade will only be granted for extenuating circumstances.