

**SYLLABUS | ART 4940 INTERNSHIP | 3 CREDITS  
FALL 2020**

**INSTRUCTOR**

Maria Rogal  
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**OFFICE HOURS**

Request an appointment via email if you have a conflict with a faculty member's office hours; expect a response to an email within 36 hours between M–F. For additional information on meeting times, see course structure below.

**COURSE MEETING TIMES AND LOCATION**

Arranged with internship supervisor at site.

**COURSE DESCRIPTION**

The UF Catalog indicates this is a "supervised practical experience with an art, graphic design or museum facility according to an approved program. Special seminar and evaluation sessions with faculty advisor and art facility manager."

**PREREQUISITES**

Graphic Design major, application, internship supervisor approval, instructor/program head approval

**COURSE OBJECTIVES**

- The faculty believe quality internships provide invaluable experience for students. For designers, "learning how to apply design in different contexts and the reality of professional practice adds to a student's understanding of how designers operate in the world. Appropriate, professional design mentoring also, as AIGA indicates, supports "professional practice and create[s] continuity within the design profession."
- We are also cognizant that to qualify for credit, internships must fulfill certain criteria that support your education and learning. Interns will learn more about the realities of design and/or art practice through:
  - Mentoring provided by a senior-level designer or similar position (approval of the internship signifies your Mentor has agreed to facilitate learning, mentoring, and complete an end-of-term evaluation).
  - OR
  - Mentoring by a qualified professional at a reputable art/design organization or agency.
- Experience a broad range of activities. These may include ideation and creative concept development, client interaction, new business proposal writing, and production preparation, assist in producing and maintaining content on social media and websites, event planning and executing, designing spaces, supporting outreach, assist in appropriate administrative tasks such as asset management
- Learn from other colleagues about their professional practices, decision-making, strategy, and other aspects of working as a designer whether in a design studio or other type of environment
- Experience professional interactions with other colleagues
- Interact in a professional, safe, and ethical work environment

**COURSE TEXT AND/OR OTHER ASSIGNED READINGS**

Recommended: How to be a graphic designer without losing your soul, Adrian Shaughnessy, ISBN 9781568989839

**COURSE STRUCTURE / WEEKLY SCHEDULE OF TOPICS**

- Interns are assigned a faculty supervisor by the end of drop-add. Before this time, you may reach out to the graphic design program head (see \* above) with questions. After that time, your assigned faculty supervisor will be your primary point of contact for the internship. Her or his guidance and insight may differ from the general internship syllabus and should be followed.
- This is an internship and your coursework taked place primarily on site. Work schedules are arranged with the internship supervisor and documented on your internship report (submitted via Canvas). Meeting times and locations vary, with a commitment of at least 10 hours per week and a minimum total of 150 hours to earn 3

credits. All internships require faculty and internship supervisor approval prior to enrollment. Schedule of topics varies and are listed under objectives.

- You will explore applying your design education in a real-world context, in addition to developing further knowledge of the business of design, including client relations. Additional topics, knowledge, and related references will be incorporated as needed, for example: content specifically influencing or important to the design or a project.

### **GRADING & EVALUATION**

The purpose of grading and evaluation is to pinpoint the strengths and weaknesses of your work performance. The grading scale for this course is a Satisfactory/Unsatisfactory and relies on feedback from the student, the mentor, and student reports. Feedback forms are available at the links below. It is the responsibility of the student to verify all materials are submitted to your assigned faculty supervisor by 5pm of the first day of that semester's exam period.

This will be assessed in three ways:

30%: [Feedback from the student \(Links to an external site.\)](#)

40%: [Feedback from internship supervisor/mentor \(Links to an external site.\)](#)

30%: Documentation of practicum processes and experience

### **DOCUMENTATION**

Students will regularly document, using any media, their experience in the following way and submit in bi-weekly intervals to the Canvas site or a platform of their choice:

- Activities summary
- Process blog – how are methods implemented, received, effective
- Lessons learned
- Reactions / expected and unexpected

### **RESOURCES**

- This is an S/U course. It is an optional course and one that you have elected to take to support your professional goals. Through your internship application, you have demonstrated your intent to fulfill requirements of the internship in a responsible manner. As such, grading is based on the evidence you provide through your work and your reporting documentation, assessment by your internship supervisor, and final evaluation of all materials by the faculty supervisor(s). It is your responsibility to communicate on a regular basis and collect required information to assess your progress during the internship period. We recommend you plan to spend, at a minimum, 1 hour per week documenting your internship experience. Documentation will be uploaded or linked on Canvas or a platform of your choosing and approved by the instructor within 2 weeks of the internships's start.
- To obtain a grade of S, you will meet all of the expectations outlined below in a reasonable manner, as determined by the faculty supervisor. In the case of a discrepancy between the student and internship supervisor, the faculty supervisor will investigate and determine an appropriate course of action.
- Failure to meet all expectations outlined below may result in the grade of "U" for the internship; failure to meet multiple expectations, or one expectation multiple times will result in a grade of "U" unless there are mitigating circumstances the faculty member can reasonably support:
- Attend the internship for at least 10 hours per week. You are allowed one unexcused absence. You must contact your faculty supervisor and your internship supervisor if there are extenuating circumstances that will affect your regular presence and participation;
- Arrive to work on time and participate positively in the workplace or studio community;
- Share your syllabus and evaluation sheet with your internship supervisor during the first week of your internship;
- Participate responsibly, respectfully, and diligently in all assigned activities;
- Complete assignments, meet deadlines, demonstrate you understand and follow instructions;
- Apply your creativity and conceptual ability to design and other problems;
- Demonstrate initiative and motivation;
- Appropriately design, demonstrating strong conceptual and technical knowledge, typographic technique, use of technology, craft, and other aspects integral to an advanced undergraduate design process;
- Display a level of professionalism appropriate to the workplace, including the ability to work well with others, treating everyone you interact with or encounter with respect;
- Demonstrated professional and design growth;

- Upload regular internship reports in a timely manner; and
- Contact your faculty supervisor immediately (within 24 hours) if you have serious questions or concerns that you think might impact your ability to carry out your responsibilities or are concerned about ethics, harassment, etc.

#### **ATTENDANCE**

Regular attendance at the internship site is expected and arranged in advance with the internship supervisor. Internships for credit must meet at least 10 hours per week. Excused absences follow university guidelines and may include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays and participation in official university activities or court-imposed legal obligations. If you have a delay, please contact instructor by email prior class.

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

#### **UF ZOOM NOTES ON RECORDING AND PRIVACY**

- Consent of student and instructor for each meeting. No consent = no recording.
- As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

#### **EXPECTATIONS FOR COMMUNICATION**

- Zoom meetings
- Other communication via Microsoft Teams

#### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

#### **UF GRADES AND GRADING POLICIES**

[Available here](#)

#### **ONLINE COURSE EVALUATION PROCESS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner.](#) Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here.](#)

#### **TECHNICAL ISSUES**

To resolve technical issues, [visit the helpdesk website](#) or call 352-392-4357.

#### **FACE TO FACE INTERACTIONS (F2F)**

You are not required to meet face to face in this course this semester. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions should you choose to go into the studio or shared space.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#) Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

#### **UF HONOR PLEDGE**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by

the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read the Honor Code](#). Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

**CAMPUS RESOURCES: HEALTH AND WELLNESS**

U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

**CAMPUS RESOURCES: ACADEMIC RESOURCES**

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

[Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

[Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.

[Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

[Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

On-Line Students Complaints: [View the Distance Learning Student Complaint Process](#).