**ART4940L Internship in Graphic Design**

**CLASS TIMES:** To be determined by advisor, student, and host

**Advisor:** Joseph Herring

**OFFICE:** room 261

**EMAIL:** jherring@uwf.edu

**OFFICE HOURS:** Mondays and Wednesdays 1:00PM - 1:45PM and 4:40PM - 5:30PM

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**Course Catalogue Description:** On an “as available” basis, Graphic Design majors may request an internship by submitting written proposals to their advisor. Proposals must be approved by the advisor and sponsor. Summer semester internships are offered only during the A term. Junior or Senior status, 2.5 GPA overall, and a 3.0 GPA in Graphic Design is required. All internships include report on internship experience, including weekly journals, written reports and an oral presentation to department advisor. Graded on a Satisfactory/Unsatisfactory basis only. Permission is required.

**Further Explanation:** Designed for seniors in the Graphic Design BA program to gain practical experience in the profession of their choice, graphic design. Students will gain “real world” experience working with the demands of clients. Still will enhance their design portfolios by working on “real world” projects.

**Purpose:** The purpose of this course is to enhance students ability to:

- control the integration of design elements with intention
- use design principles in one’s approach to visual problem solving
- understand the way in which visual relationships effect the substance of ideas conveyed
- develop an understanding of perceptual and conceptual responses to design and an ability to order a response to one’s designs
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**Student Learning Outcomes:**
Upon completion of this course students will be able to:

- create a variety of products that incorporate text, graphic, and photographic elements in visually stimulating and compelling ways
- create and critique works of art at a level that reveals a firm grasp of the elements of design and their role in communicating visual ideas
- complete project specifications within preset time constraints
- constructively criticize each other's products and incorporate that criticism into positive change

**Coursework and Course Requirements:**
Coursework will be assigned by the department or company that is hosting the internship.

**Course Requirements:**

- **Internship Blog:** Students will maintain an internship blog to post projects they are working on as well as experiences interacting with clients and working in the professional world on a weekly basis.

- **Participation:** Participation includes the ability to aid in the projects at the host institution, work ethic, and semester long development as a designer. Students will meet with the advisor on a regular basis to discuss internship progress and projects.

- **Letter of Recommendation:** A hard copy of the letter of recommendation from the host institution must be presented at the end of the course to receive credit for the course.
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Computer Lab Rules:

- No food or drink allowed in the computer lab
- Students must wear headphones when working with sound
- Students must store their files externally. Files left on lab computers will not be maintained. The lab computers will be wiped and re-imaged periodically throughout the semester without warning.
- There is no entrance for students to the print office unless accompanied by an instructor. The lab assistants will do all printing for students outside of class time.
- Please remember that we are sharing these computers among several classes; please treat them in a manner that will ensure their cleanliness, longevity, and usefulness to all digital lab users and fellow classmates.

Classroom Behavior:

Classroom courtesy is essential to the success of your class and to the success of yourself in your class. Students who attend class are motivated to learn and are annoyed when other students engage in disruptive behavior. Cell phones, beepers, chatting with friends, making noise and similar behaviors are annoying and distracting to other students. Please respect the right of each student to hear the lecture and participate in class discussion. Turn off all cell phones and beepers during class (or put them on buzz and sit near the door if a personal emergency requires that you be available to the outside world during class). If you must respond to a call or feel the need to converse with a classmate, please leave the room so that your activities will not disrupt class or interfere with the attention of other students. Student anxiety during an exam increases their sensitivity to noise and distractions. Please be particularly attentive to the effects of your actions and help maintain an appropriate environment during exams.

The Student Code of Conduct sets forth rules, regulations, and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student’s responsibility to read the Student Code of Conduct and conduct themselves accordingly. You may access the current Student Code of Conduct at http://www.uwf.edu/judicial affairs. The site also houses the new Academic Misconduct Policy that went into effect on August 19, 2009.
Assistance for Students with Special Needs:

The Student Disability Resource Center (SDRC) at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual.

Weather Emergency Information:

In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

Weather Emergency Information
WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.

In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and Argus will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the University.

Emergency plans for the University of West Florida related to inclement weather are available on the following UWF web pages:

Information about hurricane preparedness plans is available on the UWF web site:
http://uwfemergency.org/hurricaneprep.cfm

Information about other emergency procedures is available on the UWF web site:
http://uwfemergency.org/