Student Design Request Guidelines

Communication Art & Design Program

Hite Art Institute
University of Louisville

To view examples of student work, visit: http://uoflart.com/sorting/cad.php

Educational philosophy

Our BFA program in Communication Art & Design provides students with a carefully planned curriculum that prepares them to be professional graphic designers. While this curriculum is central to our educational goals, we feel that augmenting course work with real-world design experiences enhances their educational experience.

Student design opportunities

We receive many requests for graphic design work to be done by students in our program. These requests generally fall outside the existing curriculum.

Our policy for handling such requests is:

- We actively communicate these requests via email and job postings to students who are currently in our BFA program and, as appropriate, to recent alums who are freelancing or may be interested pro bono projects.

- We cannot guarantee that any particular request will be filled, due to the workload and obligations the students may already have.

- We do not require students to work on design projects that are outside the scope of the course and program requirements.

Outlined below is information on how we handle specific requests.

Co-ops/Internships

An effective way to incorporate real-world experience is through internships. For a position to qualify as an **internship**, **the student must be supervised by a senior-level designer**. Internships offered by **for-profit private sector** businesses should be paid unless they meet the U.S. Department of Labor's Fair Labor Standards Act criteria to qualify as unpaid. [www.dol.gov/whd/regs/compliance/whdfs71.htm] (Separate guidelines covering internships are available for companies interested in hosting an intern.)

Requests for free design work from a non-profit organization

Consistent with UofL's philosophy of community service, we encourage our students to volunteer their time on pro bono design projects for non-profit organizations. For larger scale projects, we suggest a student work as an intern with a creative services agency partner that the non-profit solicits for pro bono assistance.

Requests for free design work from a for-profit company

In deference to professional trade customs, **we do not compete with professionals in the field by providing free design services for commercial enterprises**. Design projects for a for-profit entity can be cost-effectively handled by contracting with a student or recent graduate for freelance design services (see below).

Requests for freelance work

We are happy to post requests for freelance design work for current students and recent graduates. It is up to the company and the student to work out the specific arrangements of a freelance project. [NOTE: The department is not responsible for any disputes that might arise between the client and student designer, nor for any claims that might arise as a result of the work.]

Design requested as class assignment

Our curriculum and courses are planned with specific objectives in mind. Therefore, **requests for outside design work typically cannot be accommodated within the course structure**. The learning objectives, skills development, and pacing of our classes do not necessarily dovetail with the design needs and schedule posed by an outside request.

Design contests and speculative work

AIGA, the professional association for design, discourages design contests and speculative work. For a more information on this position, visit www.aiga.org/position-spec-work.

Requests from within the University of Louisville

Requests for design work from within UofL will be referred to the Office of Communications and Marketing. This ensures that design work done for a University department or program follows the University of Louisville graphic standards.

For more information, contact:
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