Graphic Design
Internship Program
Information for Host Organizations

Graphic Design Program

Hite Art Institute
University of Louisville

For more information

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Undergraduate/bfa-in-art-
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The internship program provides a cooperative learning opportunity where students work in a professional design environment to gain knowledge of and experience in their field. In turn, intern hosts can tap into a pool of students with near entry-level skills and contribute to the education of the profession's future workforce.

Internship placements include design studios, ad agencies, web and application design, public relations firms, and in-house design departments.

Basic host requirements

- Host organizations **must have a graphic designer or art director on staff to serve as the student's supervisor**.

- **Compensation**: With the exception of an internship at a non-profit organization, we post only internships where compensation is provided in the form of **hourly pay,** a **scholarship,** or a **stipend** that is comparable to an appropriate hourly pay. (Typical range is $10 – $12/hour.)

  Internships offered by **for-profit private sector** businesses must 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

  For unpaid internships, we recommend the host provide a stipend to cover parking and mileage, as well the $50 course fee that is added to a student's tuition, if they are enrolling for internship credit.

  Compensation for our design student internships is important for a number reasons:

  » Most of our students are working, earning money to help pay for their own education. Many do not have the flexibility to give up a paid job to take an unpaid internship position.

  » Design is a valuable skill and service that contributes to the success of an organization. Although design students are still learning, they are able to provide valuable skills to contribute to host organization.

  » Our graphic design program is small with 35–40 upper-level students per year. We frequently have more demand for interns than our supply of students. The majority of internship requests are for a paid position; unpaid internships frequently go unfilled.

Timing, hours, and placement length

- Internships may start at any time and do not have to coincide with the academic calendar.

- Working **8–12 hours per week** in an internship is typical for full-time students. Part-time students may be able to work 15–20 hours per week.

- To receive 3-hour course credit, the minimum length of the placement is 120 hours:

  » During fall and spring semesters, that translates to 8 hours per week for 15 weeks.

  » Summer internships placements are typically for 6 to 8 weeks with student spending 15 to 20 hours per week at the host organization for a total of 120 hours minimum.

- The host and student may continue a **paid** internship beyond the initial placement timeframe.

- Students are not required to earn course credit to participate in an internship, but may earn three (3) credit hours for 120 hours worked in an internship.

- For students enrolled for internship credit, an evaluation form will be filled out by both the student and the student's host mentor at the end of the placement.

How requests are handled

- Host organizations need to provide **a brief description** of the internship via email to leslie.friesen@louisville.edu. Include information about:

  » who will be mentoring/supervising the intern;

  » desired skills and attributes;

  » types of work to be performed;

  » where the work will be performed;

  » hours per week and duration of placement;

  » hourly rate or other compensation

- Requests are actively communicated (via email and other postings) to students in the Graphic Design BFA program.

- Interested students directly contact the host to apply for the internship.

- The intern host interviews the student(s) and may choose whether or not to accept the applicant.

- The Hite Art Institute cannot guarantee any particular request for a student intern will be filled.

HITE ART INSTITUTE

Internship Program — Memorandum of Understanding

Graphic Design Program

Hite Art Institute
University of Louisville

STUDENT NAME
ADDRESS
CITY
STATE / ZIP
STUDENT'S EMAIL
PREFERRED PHONE

AGENCY CONTACT NAME
AGENCY
ADDRESS
CITY
STATE / ZIP
AGENCY CONTACT EMAIL
PREFERRED PHONE

FACULTY SPONSOR
ADDRESS
CITY
STATE / ZIP
FACULTY EMAIL
PREFERRED PHONE

SEMESTER	YEAR	CO-OP START DATE	CO-OP END DATE	WORK SCHEDULE

Host Agencies Expectations

- Provide student the opportunity to work in and observe a professional agency/organization environment, including:
  » supervision and mentoring by graphic designer or art director;
  » assist in production of graphic design work, appropriate to their skill level;
  » observe one or more client and/or in-house planning/ project development meetings;
  » observe one or more client presentations;
  » observe or participate in meeting with printing or other vendor representatives;
  » observe or participate in preparing specifications for outside vendor production/bids;
  » shadow various professional (non-design) and support staff;
  » observe staff meetings.
- Assign tasks and provide clear direction and expectations for those tasks.
- Communicate with the UofL faculty sponsor and student at the beginning of the co-op term; with additional contact, if necessary, throughout the term.
- Complete a brief evaluation form on co-op student at the end of the co-op term.

Student Expectations

- Adhere to professional agency standards in dress, office behavior, confidentiality agreements, etc.
- Work a minimum of eight (8) hours a week for 15 weeks at the agency. (Or a minimum of 15 hours a week for 8 weeks or the equivalent for summer placements.)
- Establish working hours with agency mentor, be on time and actively work/participate during those hours.
- Actively assist on tasks assigned.
- Seek out work when tasks are completed.
- Complete tasks in an accurate, thorough and timely manner. Tasks may include:
  » entry level graphic/web design work outlined above (comps, production work, obtaining vendor bids);
  » other agency tasks (filing samples, scanning, helping assemble materials for a client presentation, etc.)

The student is also expected to complete an evaluation and brief written report of their experiences and learnings during at the agency and/or other evidence (such as examples of student's design/production work for the agency).

Grading

Grading for the co-op is Pass/Fail based on the agency's evaluation of the student, and the student's evaluation of the agency turned in at the end of the term.

STUDENT SIGNATURE
DATE

AGENCY CONTACT SIGNATURE
DATE

FACULTY SPONSOR SIGNATURE
DATE

UofL **HITE ART INSTITUTE**