



Ringling College  
of Art + Design

GDES 497/496

**Graphic Design Internship Courses**

Guidelines & Form

Ringling College of Art and Design  
2700 North Tamiami Trail  
Sarasota, FL 34234  
[www.Ringling.edu](http://www.Ringling.edu)

# INTERNSHIP GUIDELINES FOR THE GRAPHIC DESIGN DEPARTMENT

An internship is a career-related work experience that enhances a student's academic training. The Graphic Design Department has guidelines regarding student eligibility for participation in internships. A faculty advisor will determine the final internship grade of "pass/fail."

Internships are subject to the same institutional policies as those of other courses including withdrawal without penalty deadlines.

## Student Qualification Criteria

- The student must have completed their sophomore year or its equivalent;
- Have a minimum of a 3.00 GPA, confirmed by the Registrar's Office, any exception to this requirement must be approved by the department head of Graphic Design;
- Have an excellent attendance record;
- Have demonstrated willingness to receive instruction and constructive criticism;
- Have an ability to follow through without constant supervision;
- Have demonstrated dependability, responsibility, and helpfulness

## Changes In Requirements

Changes in the requirements may occur during the academic year, so always check with the Graphic Design faculty advisor or department head well in advance of pursuing an internship.

## International Students

International students must see the International Student Advisor (in the Registrar's offices) before accepting an internship, or freelance, part-time or full-time work.

### Contact Information:

Amy Pettengill  
Director of International Student Affairs  
International Student Services  
941-893-2051  
apetteng@ringling.edu

## Registration Deadlines

For internships involving credit, the Internship Agreement form must be completed and submitted prior to registering for the internship. Students registering for a summer internship must have all paperwork completed and submitted to the Registrar before June 1. Academic projects agreed upon by the student and faculty advisor must be submitted to the faculty advisor before the internship semester ends.

## Course Descriptions

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### Summer Internship For-Credit

The student registers *prior to* leaving campus for the summer internship.

GDES 497/Open Elective/01 - Graphic Design Summer Internship | Credits 3.00

Professional graphic communication work experience at a studio, agency, or firm. Experience professional practice and build qualifications for entry-level jobs. Internship selection based on career goals under direction of faculty advisor. Internships are on-site and under the direction of an experienced professional. Documentation of performed work and oral presentation required. Prerequisite(s): GDES 240; GDES 246; minimum 3.0 GPA. Grading: Credit/No Credit. Note: Summer internships take GDES 497.

### Fall or Spring Internship For-Credit

The student registers for a local internship in addition to their regular course work.

GDES 496/Open Elective/01 - Graphic Design Internship | Credits 3.00

Professional graphic communication work experience at a studio, agency or firm. Experience professional practice and build qualifications for entry-level jobs. Internship selection based on career goals under direction of faculty advisor. Internships are on-site and under the direction of an experienced professional. Documentation of performed work and oral presentation required. Prerequisite(s): GDES 240; GDES 246; minimum 3.0 GPA. Grading: Credit/No Credit. Note: Summer internships take GDES 497.

## The Process for Arranging for an Internship

Internships must be arranged before the beginning of the semester. The student must:

1. Check with the academic advisor in the Registrar's office to insure that all graduation requirements are being fulfilled and that the GPA requirement is being met.

Because internships are subject to variables beyond anyone's control it is most strongly recommended that students NOT engage in an internship if: a) the internship course is needed to complete the minimum number of hours needed for graduation, or b) the internship course is needed for the student to qualify for full-time status and financial aid, or c) the internship is part of a schedule that includes an overload.

2. Independently select an internship site and acquire approval of the site internship supervisor and your major's Department Head or faculty designee.
3. In conjunction with the site supervisor, determine work hours and complete the learning objectives, intern's responsibilities, and tangible evidence of learning sections of the internship agreement.
4. Arrange an appointment with the Graphic Design Department Head or faculty designee for final approval.
5. Submit all completed forms to the Registrar's office at or before the deadline. It is the student's responsibility to make sure all of the forms are signed.

Please Note: The Graphic Design Department strongly recommends that internship students are paid fair commission for their work by the internship site. Although unpaid internships are permitted, it is the responsibility of the student to negotiate wages. *The receipt of academic credit in addition to wages (or other compensation) for an internship does not represent a conflict of interest.*

### Key Policies regarding credit:

Internship applications must conform to the following procedures and must be completed with all appropriate signatures for registration of the internship semester.

#### Procedure

Prequalify  
Secure a site  
Site Approval  
Standardized forms  
Site supervision  
Evaluation

#### Responsibility

Student, Registrar's Office, Dept. Head  
Student  
Faculty Advisor and/or Department Head  
Student to deliver all necessary copies  
Site Supervisor  
Faculty advisor and site supervisor

International  
Students

Please notify the Director of International Student Affairs of your intention to participate in an internship and take the PHOT 475 course.

Once international students have job offers and authorization for Curricular Practical Training on their I-20, they must take the documentation, along with passport and I-94, to the Social Security Office to apply for a SSN.

Students engaged in internships will have a faculty advisor or department head who assists in the formulation and approves the academic component of the internship. The faculty advisor with the site supervisor also evaluates the academic component on a Credit/No Credit basis. Credit for successful summer internships is awarded at the conclusion of the Fall semester. Students who do not return to Ringling College after a summer internship will not receive credit. Credit for Fall or Spring semester internships will be awarded at the end of the semester.

Internships must be conducted on site under the direction of a full-time, experienced graphic design professional. The intent is that the graphic design professional provides on-going guidance and education throughout the internship. Freelance jobs or work done from home or other off-site locations do not qualify as an internship nor do other situations without a professional graphic design site supervisor. Discuss your internship selection with the faculty advisor or department head well in advance of the beginning of the internship.

For internships conducted locally during the academic year, all documents must be completed, signed and on record in the registrar's office by the "drop/add" deadline. If your documents are not complete by the "drop/add" deadline, you must go to the Registrar's office on the "drop/add" deadline day and register for an alternate elective in order to obtain credit. For summer internships, all documents must be completed and signed, and on record with the Registrar before the June 1 deadline.

## **BEFORE YOU BEGIN YOUR INTERNSHIP**

### **Sexual Harassment Training**

Be sure to complete and send a copy of your on-line Sexual Harassment Training at the URL indicated prior to starting your internship.

<https://learn.ue.org/KF4LV889764/RinglingEmployees>

### **Disability Accommodations**

Ringling College of Art and Design makes reasonable accommodations for qualified people with documented disabilities. If you have a documented disability that may have some impact on your internship and for which you may need reasonable accommodations, please schedule an appointment with Student Access Services before you begin your internship so that appropriate adjustments can be made with your internship supervisor.

### **Contact Information:**

Clair Willrich, MEd.

Student Access Coordinator

Student Access Services/ Room 220, Alfred R. Goldstein Library

941-359-0413

[cwillric@ringling.edu](mailto:cwillric@ringling.edu)

**Graphic Design Department**  
Ringling College of Art and Design  
2700 North Tamiami Trail  
Sarasota, Florida 34234  
phone. 941.351.5100  
fax. 941.359.6115



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## INTERNSHIP FORM FOR THE GRAPHIC DESIGN DEPARTMENT

This form must be filled out completely by all parties listed at the end of this document (before registering for an internship) to assure that all required approvals have been secured. The original shall remain on file in the Office of the Registrar. If the final evaluation is positive, the internship is completed and the Faculty Advisor gives a passing grade, academic credit will be awarded. It is the student's responsibility that all forms are completed and copies are delivered to the internship advisor, and the Office of the Registrar.

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Student Name

Phone

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Student ID Number

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Local address

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Address during internship

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Faculty Advisor or Department Head

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Internship host site (company)

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Internship Supervisor

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Site Address

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Supervisor phone

Supervisor email

### Ringling Contacts:

Mr. Justin Selph, Registrar  
jselph@ringling.edu  
941-359-7531

Mr. Jeffrey Bleitz, Department Head of Graphic Design,  
jbleitz@c.ringling.edu  
Office: 941-359-7549  
Mobile: 941-323-1030

REQUIRED PAGE: 1 of 3

# INTERNSHIP FORM FOR THE GRAPHIC DESIGN DEPARTMENT

## Learning Objectives

- Develop a working knowledge of the professional design process
  - Participate in design communications at a professional level
  - Practice professional conduct and responsibility in the workplace
  - Other Learning Objectives: (optional) (*Students should work with their department head or faculty advisor to determine.*)
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## Intern's Responsibilities

- Assume responsibilities as assigned and follow through on deadlines
- Organize work flow, interpret and act upon supervisor's instructions
- Document the internship experience for presentation.

Additional Responsibilities: (optional)

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## Tangible Evidence of Learning

- Documentation of internship experience
- Presentation of internship experience and results in a forum open to the department and school (any work completed that is under non-disclosure will not be shown in the presentation)

Other Evidence of Learning: (optional)

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# INTERNSHIP FORM FOR THE GRAPHIC DESIGN DEPARTMENT

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Beginning date

Ending date

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Internship site weekly schedule (days/week and hours/week)

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Fall & Spring internships only, academic schedule (courses/days/hours)

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Internship course number

Academic credit

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Special provisions

This agreement is entered into between Ringling College of Art and Design, the host Employer and the involved Student for The student will perform specific, career-related work assignments. The Employer agrees that it will comply with the provisions of legislation regarding federal, state and local ADA and EEO guidelines. The student, for the purposes of worker's compensation and other liability, concerns, is deemed to be an employee of the Employer. Therefore, any claim of worker's compensation benefits or other liability compensation will be directed by the claimant against the employer and the claim application will name the of-campus organization as the Employer.

The undersigned student on behalf of him/herself and his/her parents or guardians hereby release and discharge Ringling College of Art and Design and its agents and employees from each and every claim, liability, loss or expenses for or on account of the death, personal injury or loss of any kind by undersigned student by reason of or arising from his/her internship.

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Student signature

Date

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Internship On-Site Supervisor

Date

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Department Head/Faculty Designee

Date

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AVPAA/Dean of Undergraduate Studies

Date

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Assistant Registrar/Senior Advisor

Date

*Student gives copies of this form to each person signing above. The original of this form is retained by the Office of the Registrar.*

**Graphic Design Department**  
 Ringling College of Art and Design  
 2700 North Tamiami Trail  
 Sarasota, Florida 34234  
 phone: 941-351-5100  
 fax: 941-359-6115



## INTERNSHIP FORM FOR THE GRAPHIC DESIGN DEPARTMENT

### SUPERVISOR EVALUATION

Student Intern's Name: \_\_\_\_\_

Evaluation by: \_\_\_\_\_

Internship Host Site: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Was the Intern punctual? \_\_\_\_\_

How many scheduled workdays did the Intern miss? \_\_\_\_\_

Were the Learning Objectives applicable to the Intern's responsibilities? Why or why not? \_\_\_\_\_

Do you feel the intern's education adequately prepared him/her for this internship?  
 \_\_\_\_\_

Please evaluate the intern with respect to the following:

Attributes	Needs Improvement	Average	Above Average	Excellent
Attitude				
Focus				
Acceptance of new ideas				
Ability to take instruction				
Listening Ability				

Please describe the intern's performance in terms of the equality of his or her work, the extent of professional development exhibited and the intern's ability to learn and utilize new concepts and techniques:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Department Head, Graphic Design, Ringling College of Art and Design  
 2700 North Tamiami Trail, Sarasota, FL 34234. Fax: 941-359-7669 Email: jbleitz@c.ringling.edu  
 Thank you very much for your assistance and cooperation.