

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

**required page: 1 of 3**

## **Internship Form for the Department of Graphic Design**

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.

---

student name

phone

---

student i.d. number

---

local address

---

address during internship

---

faculty advisor or department head

---

internship host site (company)

---

internship supervisor

---

site address

---

supervisor phone

supervisor email

### **Ringling Contacts:**

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

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

## Internship Form for the department of Graphic Design

### 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)

---

---

### 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)

---

---

### 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)

---

---

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

**required page: 3 of 3**

## Internship Form for the Department of Graphic Design

---

beginning date

ending date

---

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

---

fall & spring internships only, academic schedule (courses/days/hours)

---

internship course number

academic credit

---

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.

---

student signature

date

---

supervisor signature

date

---

department head signature (Jeff Bleitz)

date

---

faculty advisor signature (Jeff Bleitz)

date

---

academic advisor signature (Patricia Handy or Barbara LeBras)

date

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

# Internship Guidelines for the Department of Graphic Design

An Internship is a career-related work experience which enhances a student's academic training and provides a professional world introduction to the chosen academic major of the student. 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 Requirements:

- The student must have completed the sophomore year or its equivalent
- 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.

## Registration Deadlines

For internships involving credit, all forms must be submitted and approved 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. Any evaluations, academic projects agreed upon by the student and faculty advisor must be submitted to the faculty advisor before the internship semester ends.

## Internship Course Descriptions

---

### Summer Internship For-Credit

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

### **GC 497/Open Elective/01 - Graphic Design Summer Internship | Credits 3.00**

Professional graphic communication work experience at a studio, agency or firm. Internships are on-site and under the direction of an experienced professional. Internships enable students to experience professional practice and to build qualifications for entry-level jobs. Students select an internship site based on their own professional interests and career goals under the direction of a faculty advisor. This is a Pass/Fail class. The credits will be applied to the degree program as studio elective credits at the conclusion of the following Fall semester. Qualifications and further information are available from the Career Services Office. Prerequisite: GC240 and GC246 and a 3.00 GPA or higher.

---

### Fall or Spring Internship For-Credit

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

### **GC 496/Open Elective/01 - Graphic Design Internship | Credits 3.00**

Professional graphic communication work experience at a studio, agency or firm. Internships are on-site and under the direction of an experienced professional. Internships enable students to experience professional practice and to build qualifications for entry-level jobs. Students select an internship site based on their own professional interests and career goals under the direction of a faculty advisor. This is a Pass/Fail class. Qualifications and further information are available from the Career Services Office. Prerequisite: GC240 and GC246 and a 3.00 GPA or higher.

**GUIDELINES CONTINUED ON NEXT PAGE**

## INTERNSHIP GUIDELINES CONTINUED

### The Process of Arranging for an Internship

Students fulfilling the department Guidelines and policies may begin the process of arranging for an internship. Internships must be arranged in advance of 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 department approval.

3. In conjunction with the site supervisor determine work hours (typically 10-15 hours per week) 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 advisor or department head for final department 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 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 policies and must be completed with all appropriate signatures for registration of the internship semester.

#### Procedure

Standardized forms

Site approval

Site supervision

Evaluation

#### Responsibility

Student to deliver all necessary copies

Faculty Advisor and/or Department Head

Site Supervisor

Faculty advisor and site supervisor

Students engaged in internships shall have a faculty advisor 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 Pass/Fail 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. Free-lance jobs or work done from home or other off-site location do not qualify for an internship nor do other situations without a professional graphic design site supervisor. Discuss your internship selection with the department 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 complete and 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 internships conducted during the summer, all documents must be complete and signed and on record in the registrar's office before the June 1 deadline.