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### **COVID-19/GENERAL NOTE**

The policies, procedures, and deadlines outlined in this document are tentative and subject to change. Please check [www.msstate.edu/covid19](http://www.msstate.edu/covid19) for the latest health/safety announcements.

### **COURSE OVERVIEW**

Hello, Potential Design Intern!

The Internship Coordinator must approve the internship *prior to* (1) starting the internship and (2) registering for the course.

The approval/registration process takes time — do not cut it close to the add/drop deadline to submit.

For an internship to qualify for ART 4523 credit, students must work with a design supervisor (a professional design mentor who will supervise the student), doing design-related work for at least 135 hrs.

Pre-requisites: ART 3313 Graphic Design I (GD1) + senior standing

This PDF packet contains essential information and the required paperwork that will need to be filled out, signed, and submitted to the Internship Coordinator via email.

Read and sign the **COURSE REQUIREMENTS** (page 2). By signing, you agree to the terms/requirements of the internship class.

Work with your Internship Supervisor to complete the **INTERNSHIP CONTRACT** (pages 3–4). Your supervisor will need to complete sections 2 + 3. Both you and your supervisor need to sign the contract.

Carefully review the **FINAL SUBMISSION REQUIREMENTS** (page 5).

Students will not be allowed to register for the course until all of the paperwork is in order and verified/approved.

Retain copies of these documents for yourself and your supervisor.

Cassie Hester  
Internship Coordinator | Assistant Professor of Art/Graphic Design  
×  
[chester@caad.msstate.edu](mailto:chester@caad.msstate.edu)  
×  
Department of Art/Graphic Design  
College of Architecture, Art + Design | CAAD  
Mississippi State University  
×  
[www.caad.msstate.edu/s/graphic-design-art-4523-graphic-design-internship](http://www.caad.msstate.edu/s/graphic-design-art-4523-graphic-design-internship)

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**GENERAL REMINDERS**

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ART 4523 is not a traditional course. There are zero contact hours. **Throughout the semester, we will *not* meet individually or as a group.**

Students will work directly with their Supervisor — not the Instructor/Coordinator — to complete the class objectives.

Final grades are assigned based on the completion of the course requirements (i.e., minimum hour requirement and final grade criteria listed on this page). Both the Intern and Supervisor must submit the required elements by the deadline.

Since internships are in progress and items are not due until 2–3 weeks before final exams, midterm progress grades cannot be calculated/posted.

**Final grades will be calculated and posted during the final exam period.**

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**COURSE REQUIREMENTS**

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Requirements for satisfactory course completion:

**SUBMIT THE REQUIRED PAPERWORK**.....

Before (1) starting the internship and (2) registering for the course, the Internship Coordinator (Hester) must approve the internship.

All internships must be approved by the Internship Coordinator. The review, approval, and registration process takes time. Submit the paperwork early — at least 1 week before the add/drop deadline.

**REGISTER FOR ART 4523 GRAPHIC DESIGN INTERNSHIP**.....

It is the student's responsibility to complete and submit the required paperwork; it is *not* the Supervisor's responsibility. Registration permission will be initiated by the Coordinator and facilitated by the Department of Art Office.

**COMPLETE A MINIMUM OF 135 HOURS**.....

At least 9 hours per week for 15 weeks or equivalent (135 hours minimum) must be completed and documented. The hours per week may vary as long as the minimum requirement is met.

**SUBMIT THE REQUIRED FINAL DOCUMENTS (STUDENT)**.....

Students must submit the following items **2 weeks prior to the start of final exams**: (1) INTERNSHIP PORTFOLIO and (2) FINAL REPORT. See page 5 for more details.

**SUBMIT THE FINAL EVALUATION REPORT (SUPERVISOR)**.....

The Coordinator will send an evaluation form directly to the Supervisor. Supervisors must complete the form and return it to directly to the Coordinator **2 weeks prior to the start of final exams**.

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**FINAL GRADE CRITERIA**

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25% student | final report and internship portfolio

75% supervisor | final evaluation report

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The Intern and Supervisor(s) are aware of their responsibilities. In order to receive a final grade, all requirements and deadlines must be completed on time.

NOTE TO STUDENT: By choosing to remain in this class, you agree to abide by the rules and standards set forth in this syllabus. This syllabus may be modified at any time by the instructor. Notice of edits will be by written notice (i.e., email and/or Canvas post).

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MSU NETID: \_\_\_\_\_

DATE: \_\_\_\_\_

# INTERNSHIP CONTRACT [1/2]

ART 4523 GRAPHIC DESIGN INTERNSHIP

C. Hester

INTERNSHIP CONTRACT (2 PAGES)

3/6

SEMESTER:  FALL  SPRING  SUMMER

YEAR: \_\_\_\_\_

## 1 STUDENT INFORMATION (To be completed by the Student.)

NAME [PRINT]:	ADDRESS:
CELL #:	
MSU EMAIL:	EMERGENCY CONTACT [NAME + PHONE]:

## 2 SUPERVISOR INFORMATION (To be completed by the Internship Supervisor.)

COMPANY NAME:	BRIEF COMPANY DESCRIPTION + COMPANY WEBSITE (URL):
SUPERVISOR'S NAME:	
SUPERVISOR'S TITLE:	
SUPERVISOR'S AREA OF EXPERTISE:	COMPANY ADDRESS:
SUPERVISOR'S PHONE # [OFFICE AND/OR CELL]:	
SUPERVISOR'S EMAIL:	

**NOTE TO SUPERVISOR:** The Internship Coordinator (Cassie Hester) will send a FINAL EVALUATION/REPORT FORM directly to you via email. The form must be completed and returned **2-3 weeks prior to the start of the final exams.**

## 3 INTERNSHIP INFORMATION (To be completed by the Internship Supervisor.)

START DATE:	BRIEF DESCRIPTION OF JOB DUTIES:
END DATE:	
COMPENSATION: <input type="checkbox"/> PAID <input type="checkbox"/> UNPAID	
WORK SCHEDULE: <i>Students must complete a minimum of 135 hours.</i>	
DAYS: _____/HOURS: _____ PER WEEK	

POSSIBLE ACTIVITIES TO BE PERFORMED BY THE INTERN: *Please check all that apply.*

**creative tasks:**

- develop concepts
- create sketches/roughs
- create comps/mock-ups
- attend meetings

**observations:**

- photo shoot(s)
- press check(s)
- presentation(s)

**misc:**

- conduct research
- file/organize materials
- run errands

other (enter info below):

# INTERNSHIP CONTRACT [2/2]

## 4 AGREEMENT (To be completed by the Student + Internship Supervisor.)

× An agreement has been reached wherein \_\_\_\_\_  
(student)

will work for a **minimum of 135 hours** at \_\_\_\_\_ during the  
(company name)

\_\_\_\_\_ semester. This translates to 9 hours per week for 15 weeks during the Fall and  
(fall/spring/summer year)

Spring semesters. **However, the hours per week may vary as long as the minimum requirement is met.**

× Upon successful completion of the internship and class requirements (i.e., evaluations, etc.),

\_\_\_\_\_ will receive 3 hours credit for *ART 4523 Graphic*  
(student)

*Design Internship.*

× The student  *will* /  *will not* be compensated by Mississippi State University or  
(check one)

\_\_\_\_\_  
(company name)

× Cassie Hester will serve as the Academic Advisor/Instructor of Record/Internship Coordinator.

× Near the end of the semester, the student will submit INTERNSHIP DOCUMENTATION and a FINAL

REPORT. The Internship Supervisor will submit a FINAL EVALUATION/REPORT.

× Cassie Hester and \_\_\_\_\_ will evaluate the student's work.  
(internship supervisor)

## INTERN/STUDENT SIGNATURE (To be completed by the Student.)

I understand and agree with the policies and requirements outlined in the ART 4523 Graphic Design Internship packet/contract. I understand that I am responsible for communicating and coordinating with the Supervisor and Coordinator (Hester).

Digital signatures can/will be accepted in lieu of traditional signatures.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(student)

## INTERNSHIP SUPERVISOR SIGNATURE (To be completed by the Internship Supervisor.)

I have discussed the internship with the student and we have agreed upon job description/details outlined in this packet/contract. I agree to complete the FINAL EVALUATION/REPORT FORM.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(internship supervisor)

XX

- 1 Complete the required paperwork (pages 2–4 of this packet).
- 2 Save/scan the completed paperwork (pages 2–4 only) as a PDF.  
Name the document like so for submission:  
*first\_last\_semYEAR\_art4523\_internship\_CONTRACT.pdf*
- 3 Email the PDF to the Internship Coordinator (Hester) for review.  
Type the following into the email subject line:  
*First + Last Name / ART 4523 Internship / CONTRACT*

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**FINAL REPORT**

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**The final report must be formatted as follows:**

- × typed (Word or Google Drive Document)
- × at least 3 pages in length + cover page (i.e., 4 pages minimum)
- × see Canvas for more information

**The cover page should include the following information:**

- × student's name + NetID
- × name + address of the company
- × name + title of the internship supervisor
- × date

**The contents of the report must include:**

**1 COMPANY DESCRIPTION**

A description of the company in which you were placed, including the philosophy, structure, role in the design industry, and types of clients.

**2 JOB DESCRIPTION**

An in-depth description of the job/role you performed, including specific work accomplished.

**3 PERCEPTIONS/EXPECTATIONS**

Compare your own perceptions and expectations at the beginning of placement to those at the end.

**4 ANALYSIS**

Analyze the skills, ideas, and knowledge you learned from the internship and discuss which are most needed in this field.

**5 SELF-REFLECTION/-EVALUATION**

Answer the following: What are your strengths and weaknesses in relationship to the internship experience?

**6 SUMMARY/REFLECTION**

Answer the following: Was the internship beneficial? Why or why not?

See Canvas for more information.

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**PORTFOLIO (VISUAL DOCUMENTATION) + TOC**

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Submit visual documentation (i.e., an internship portfolio) as high resolution images/photos, samples, PDFs, packaged InDesign files, website addresses, screen shots, etc.

Students should only include projects/pieces in which they worked or had an active role.

See Canvas for more information.

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**MAROON ALERT/CAMPUS EMERGENCY PLAN**

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Students are strongly encouraged to sign-up for text and email Maroon Alerts.<sup>1</sup> Similarly, students are encouraged to save/memorize the phone number for Campus Police.<sup>2</sup>

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**UNIVERSITY SAFETY**

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Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662 325 2121, or in case of emergency, call 911. For more information regarding safety and to view available training resources, including helpful videos, visit [ready.msstate.edu](http://ready.msstate.edu).

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**STUDENT SUPPORT/DISABILITY SERVICES**

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Students who need academic accommodations based on disability should visit the Office of Student Support Services.<sup>3</sup>

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**MISSISSIPPI STATE UNIVERSITY EMAIL POLICY**

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Mississippi State University students are provided an email account. The University considers this account to be an official means of communication between the University and the student. It is the responsibility of the students to diligently check his/her/hir email.

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**MISSISSIPPI STATE UNIVERSITY HONOR CODE**

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Mississippi State University has an approved Honor Code<sup>4</sup> that applies to all students. The code is as follows:

*As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.*

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code.

Ignorance of the rules does not exclude any member of the MSU community from the requirements or processes of the Honor Code. Be aware that any violation of the Honor Code will be taken extremely seriously and the normative penalty for violations is the grade of XF in the course.

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**TITLE IX**

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MSU is committed to complying with Title IX<sup>5</sup>, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct.

If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX/EEO Programs at 662 325 8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu).

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**STUDENT COUNSELING SERVICES**

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Student Counseling Services<sup>6</sup> offers a variety of clinical and consultation services free to MSU students.

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**WRITING CENTER**

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The Writing Center<sup>7</sup> provides free writing assistance to all MSU students.

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**CODE OF STUDENT CONDUCT**

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Students are required to adhere to the policies set forth in this syllabus in addition to the policies outlined by the university in the Code of Student Conduct.<sup>8</sup> Students will be held accountable for unprofessional and disruptive behavior. At the first infraction, students are typically given a verbal or written warning. If disruptive behavior persists, students may be dismissed from the class and/or referred to the Dean of Students' Office.

**1 MAROON ALERTS**  
[emergency.msstate.edu](http://emergency.msstate.edu)  
[@maroonalert](https://twitter.com/maroonalert) (twitter)

**2 CAMPUS POLICE**  
[police.msstate.edu](http://police.msstate.edu)  
662 325 2121

**3 STUDENT SUPPORT SERVICES**  
[sss.msstate.edu](http://sss.msstate.edu)  
662 325 3335

**4 HONOR CODE**  
[honorcode.msstate.edu](http://honorcode.msstate.edu)

**5 TITLE IX**  
[msstate.edu/web/security/title9-12.pdf](http://msstate.edu/web/security/title9-12.pdf)  
[students.msstate.edu/sexualmisconduct](http://students.msstate.edu/sexualmisconduct)  
[titleix@msstate.edu](mailto:titleix@msstate.edu)  
662 325 8124

**6 STUDENT COUNSELING SERVICES**  
[health.msstate.edu](http://health.msstate.edu)  
662 325 2091

**MSU SAFELINE**  
662 325 3333

**7 WRITING CENTER**  
[writingcenter.msstate.edu](http://writingcenter.msstate.edu)  
662 325 1045

**8 CODE OF STUDENT CONDUCT**  
[policies.msstate.edu/policy/91100](http://policies.msstate.edu/policy/91100)