**VISUAL COMMUNICATION INTERNSHIPS**

The internship is a vital part of the educational experience for those students concentrating in Visual Communication. It will assist in preparing the student for an entry level career position or graduate school admission. The internship is structured as an independent study course taken for credit, supervised by the student’s advisor. Questions may be directed to the Visual Communication faculty or the chairperson of the fine arts department.

**REQUIREMENTS:**
1) Only fine arts majors are allowed to register in the fine arts internship course.
2) It is the student's responsibility to arrange for an internship with an appropriate business in the Chicago area.
3) Internships may only be taken for credit.
4) The student must have completed Visual Communication I and II with a C or better.
5) Arrangements for the internship must be completed before registering for credit.
6) Approval of the internship by the chairperson or advisor must happen prior to registration.

**GUIDELINES FOR CREDIT**
1) Three hours of academic credit are assigned unless otherwise arranged
2) Students need to work a minimum of 200 hours of total time in their internship. A suggested structure is 15 hours per week times 14 weeks.
3) A positive evaluation is required from the employer for granting of credit. This evaluation is to be documented using a form completed by the employer as well as by telephone interview(s) between the student’s advisor and the employer.

**RESPONSIBILITIES**
1) Learn and perform job-related skills assigned by employer.
2) Perform tasks required at the stipulated times and place (no absences or tardiness).
3) Display energy and initiative in taking advantage of opportunities as presented.
4) Keep a weekly report of accomplishments, duties performed and time records.
5) Contact your advisor three times to keep him/her informed as to your progress.
6) Toward the end of the internship, submit to your advisor:
   • the internship form filled out by your supervisor. (can be mailed by supervisor)
   • a paper detailing your experience with at least three samples of your work (see below).
   • your weekly report of accomplishments (#4) to your advisor (a timesheet).

**PAPER**
Write a minimum 500 word paper that details your internship experience. Attach at least three samples of your work (can be lasers or color proofs or final printed material).

1) Describe the variety of tasks you performed, singling out those which were most time-consuming or difficult.
   Give a rough estimate of the number of hours you spent on each task.
2) What are the areas of performance, or skills you most improved upon?
3) What skills did you acquire during your internship?
4) Describe areas in which you still need to learn more, both work-related and in terms of working with people.
5) In what way was the internship experience most beneficial to you?
6) In what way were you most beneficial to the company?

If the internship is terminated, course credit will not be given. The student should immediately notify the department. If withdrawal from the course is necessary, student must contact the Fine Arts Department Chairperson, who will then speak with the supervisor.
VISUAL COMMUNICATIONS INTERNSHIP EVALUATION

Your evaluation will assist the Fine Arts Department in providing guidance and instruction to our majors. It will become a part of the student’s file and comments will be shared with the student. Thank you for your assistance.

Please answer the following questions related to the intern’s performance. If you’d like to elaborate on any of the questions, please do so in the space below.

1. Was the intern prompt in arriving to work, appointments and in meeting deadlines?
2. Did the intern approach their work with enthusiasm and interest?
3. Did the intern respond well to constructive criticism of their work and performance?
4. Was the intern self-motivated? Did she or he show initiative in the completion of tasks?
5. Was the intern’s work of high enough quality to meet the necessary standards?
6. Was the intern technically prepared to perform the assigned duties?
7. Was the intern creatively and conceptually prepared to perform the assigned duties?
8. Did the intern organize their work well?
9. Could you depend on the intern?
10. Did the intern relate well to coworkers?

Please list a few of the projects or tasks that the intern was assigned while working for you.

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_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What strengths and/or weaknesses did the intern bring to the work environment?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Would you take on another intern from Loyola University Chicago?  YES NO

Please evaluate the intern’s overall performance on the following scale.

1 2 3 4 5 6 7 8 9 10
UNSATISFACTORY MEDIOCRE SATISFACTORY GOOD EXCELLENT SUPERIOR

FOR ADVISOR USE ONLY:

CONTACT DATE ________________________ COMMENTS ________________________________________

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