

GRA 4940 GRAPHIC DESIGN INTERNSHIP CONTRACT

All Graphic Design Internship proposals must first be approved by Prof. Silvia Pease. This internship contract must be completed and approved before signing up for the course and prior to the internship starting date.

GRA 4940 is a 3-credit course, requiring 240 hours of internship work - 15 hours per week during the Fall or Spring semesters, or 20 hours per week during the Summer semester.

Along with completing the required 240 hours, the student is also responsible for the following:

- Log of hours
- Journal documenting tasks and accomplishments
- Examples of work completed during your internship, for grading by Prof. Pease
- Essay/Final Report – Summarizing overall internship experience (500 words or more)
- Supervisor Evaluation

At the end of the semester, all items must be submitted via email to:

Department Chair, Prof. David Chang	changd@fiu.edu
Prof. Silvia Pease	spease@fiu.edu
Christopher Rodriguez Barake	crodriguez@fiu.edu

Student Name:

Panther ID:

E-mail:

Phone:

Internship Semester:

Institution:

Address:

Supervisor's Name:

Title:

Phone:

E-mail:

Brief description of the internship project (duties & responsibilities):

Signature of Internship Supervisor: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

Signature of Prof. Pease: _____ **Date:** _____

Signature of Department Chair: _____ **Date:** _____

INTERNSHIP EVALUATION

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Grading Policy for GRA 4940 Graphic Design Internship

- Evaluation by supervisor on the job - 50% of the grade
- Journal and log - 25% (FIU Faculty)
- Final report - 25% (FIU Faculty)

Internship Supervisor's Evaluation:

Signature of Internship Supervisor: _____ **Date:** _____

At the end of the semester, all items must be submitted via email to:

Department Chair, Prof. David Chang changd@fiu.edu
Prof. Silvia Pease spease@fiu.edu
Christopher Rodriguez Barake crodr@fiu.edu