



Student Information

Student Name

Student Email

Requirements

- 120 Total Hours
- Under Graphic Design Supervisor
- Work on Graphic Design Projects
- Approval Form with signatures
- Agreement of Hours Form with signature

- Documentation of Hours with signature
- Work Session Logs
- Post-Internship Employer Evaluation
- Post-Internship Reflection Paper (800 words)
- Post-Internship Final Report (multi-page PDF)

Internship Information

Company / Organization Name

Internship Location

Supervisor Name

Supervisor Position/Title

Supervisor Email

Detailed Description of Duties:

Outline of Hours

Outline a mutually agreed upon work schedule on the following page. Include the Agreement of Hours form with approval form.

NOTE: Internships are not finalized until the Approval Form & Agreement of Hour has been submitted to Practicum Professor for approval.

Signatures

Student

Internship Supervisor

Faculty Advisor

Internship Practicum Professor



Internship Duration

Start Date

End Date

Weekly Schedule

M	T	W	T	F	S	S

Irregular Days

List dates that conflict with the regularly agreed upon schedule and any other pertinent details, such as makeup dates and times.

Signatures

Student

Internship Supervisor