



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 / Position

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

Faculty Advisor

Internship Supervisor

Internship Practicum Professor



Internship Practicum

Agreement of Hours

02 / 02

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