

Visual Communication Internships (FNAR 380, 381)

Department of Fine &
Performing Arts
Loyola University Chicago
1032 W Sheridan Rd
Mundelein Center 1200
Chicago, Illinois 60660

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. The internship should take place in an appropriate business, preferably in the Chicago area, where the student will work directly under the supervision of a graphic designer. The department will not accept situations where the student works independently for a client, without professional guidance. Questions may be directed to the Visual Communication faculty or the Director of Fine Arts.

REQUIREMENTS

- 1) Approval of the internship by the department advisor must happen prior to registration. Students must make arrangements for the internship with an appropriate business before asking to be enrolled in the class.
- 2) It is the student's responsibility to arrange for an internship with an appropriate business in the Chicago area.
- 3) Only fine arts majors are allowed to register in the fine arts internship course.
- 4) The student must have completed Visual Communication I and II with a C or better.

GUIDELINES FOR CREDIT

- 1) Internships must be taken for three hours of credit.
- 2) Students need to work a minimum of 200 hours of total time in their internship. A suggested structure is 15 hours per week @ 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 AT THE INTERNSHIP

- 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.

RESPONSIBILITIES TO THE ADVISOR

- 1) In the 6th week of the semester (or 3rd in a summer session), submit a brief description to your advisor about your experience to date.
- 2) In the 12th week of the semester (5th in a summer session), ensure that your employer has the evaluation form (page 2 of this form)
- 3) In the 14th week of the semester (6th in a summer session) submit to your advisor as a PDF:
 - a) the evaluation form filled out by your supervisor. (page 2 of this form)
 - b) a paper detailing your experience that includes at least three samples of your work and a timesheet. (see below).

PAPER

Write a minimum of 500 words detailing your internship experience.

- 1) Describe the variety of tasks you performed, singling out those which were most time-consuming or difficult.
- 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?
- 7) Include three samples of your work and a timesheet (page 3 of this form).

RESPONSIBILITY TO THE UNIVERSITY

- 1) All Loyola undergraduate students enrolled in an engaged learning course are required to enter their engaged learning site information and learning objectives in LOCUS to substantiate the experience. This information is used for institutional research, documentation, and risk management purposes. Here are some resources: <https://www.luc.edu/celts/programs/academicinternship/forstudents/enrolledinacademicinternshipcourse/>
- 2) LUC's mission statement: "We are Chicago's Jesuit Catholic university—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith." In an effort to assess the Engaged Learning University requirement, we ask all students enrolled in an Engaged Learning course to complete this reflection. Referencing Loyola's mission statement above, compose a written reflection (at least 2 pages, double-spaced) that connects your in-class and out-of-class experience responding to the following: (a) How did your Engaged Learning experience help you to connect to the mission? (b) How did the Engaged Learning experience in this course impact your personal, intellectual, civic, and/or professional development? Please submit your completed reflection in Taskstream. Please direct questions to engagedlearning@luc.edu.

ADVISOR

Kelli Evans
kevans8@luc.edu

You may adapt your paper to include this reflection on LUC's mission, or submit an entirely different paper to Taskstream.

VISUAL COMMUNICATION INTERNSHIP EVALUATION

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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.

INTERN'S NAME	380 OR 381	SEMESTER & YEAR
EMPLOYER'S NAME		
EMPLOYER'S STREET ADDRESS	CITY/STATE/ZIP	
SUPERVISOR'S NAME	TELEPHONE	

ADVISOR

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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.

	YES	NO
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 they 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.

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 _____ NOTES _____

Supervisor Signature:

