

Internship, Practicum, Independent Study, and Undergraduate Research

You must register in person, not on-line, for **Internships (ARTS 87 or 187) Practicums (ARTS 89 or 189) Independent Studies (ARTS 191) or Undergraduate Research (ARTS 197)**. As a part of this registration process you must also fill out the **Individualized Study Request** form available from the Registrar's office online at http://web.pacific.edu/Documents/registrar/acrobat/individualized_study.pdf.

All ELO classes must fulfill several common requirements. Classes which are effected by this include **Internships, Practicum and Independent Study** projects.

In general, Internship projects are completed off campus with the additional guidance/supervision of a professional graphic designer. Practicums are completed here on campus, typically also with the guidance of a professional graphic designer. Independent studies may be on or off campus and usually do not have the additional input from a professional graphic designer.

Internships and Practicums must be documented with a daily journal.

Internships, Practicums, and Independent Study projects must be documented in a final summary paper.

Both the paper and journal must be turned in to the faculty adviser at the conclusion of the project.

Practicums and Internships involve a mid-session and final evaluation by the faculty mentor, supervisor and the student. These must also be turned into the faculty advisor upon completion of the project.

All **Independent Studies** must result in a body of work that is submitted for presentation at the COP Undergraduate Research Poster (PURCC) exhibition held each spring semester. All three forms of advanced study (**Internships, Practicums, and Independent Study**) must result in a body of work, which is exhibited within the Art Department.

The U.S. Department of Labor recently announced it is stepping up the regulation of unpaid internships nationwide. Employers looking to hire unpaid interns for free "summer help" should be well-versed on the many stipulations surrounding internships. Many employers are unaware that interns are supposed to be considered employees under the Fair Labor Standards Act and are entitled to minimum wage and overtime, unless they fall into outlined criteria. And offering college credit in lieu of an hourly wage does not necessarily mean you're in the clear of wage and hour restrictions.

I. Goals and Objectives (*Internships, Practicums and Independent Studies*)

Your list of goals and objectives should serve as a main outline of your entire internship. If written well, they will keep you on track and help guide you in getting the most from the entire experience. Refer to them periodically throughout the course of the internship and revise and update if necessary.

- a. Create a list of four or five main goals, which state clearly what you hope to learn from this experience. These should be items which you either have only a very basic understanding of right now and hope to gain a much more in depth knowledge of, or they are items which you only know to be important but you really have no understanding or experience with at this time.
- b. Create a list which outlines how or what you will do on a daily basis to try and reach your goals
- c. Create a list, which states how you will know when you have, in fact, reached or achieved each of your stated goals.

II. Journal Requirements (*Internships, Practicums*)

The journal should not be merely a log of events. It should be a means for you to analyze the activities you are performing and the new things you are learning. Recognize important events and relate them to your stated internship objectives/goals. Write about what you are learning and doing within the context of what you WANT to learn and do.

The journal writer must want it (the journal) to work and be willing to work at it (regular writing), truly seeking to understand through self-analysis, some aspect of oneself. It should not be “busy work” but instead extremely relevant to your personal professional dreams and aspirations as a designer.

Reflection is an essential part of experiential learning, learning from direct experience.

Effective Journal writing will...

- Analyze and question
- Compare and contrast experiences
- Evaluate actions and reactions
- Clarify the link between class work and the work place
- Form opinions, values and priorities
- Develop new insights and ideas
- Develop further your ability to observe and write freely and objectively
- Concentrate on judgements, feelings and observations
- Be a self-analysis
- Record events accompanied by reflections

In essence, your Journal should help you to answer the question
“*What am I Learning?*”

Suggestions:

Describe the organization/firm/company you are working for.

The environment

The powerbase/hierarchy

The process

The culture

The organizational profile

The interactions

Reflect on how the day’s events relate to your internship

Learning Objectives/goals

Are your original stated objectives still relevant?

Continue to update and revise throughout the internship

Did a class concept come alive for you?

Did any specific assignment make more sense?

Outline a future plan for yourself.

Include questions, comment suggestions to guide yourself on future internship experiences or for your first full-time design job.

Being able to express yourself through the written word is a skill that will serve you well throughout your life. Enjoy!!

III. Summary Paper (*Internships, Practicums*)

At the conclusion of the internship, you will refer back to your original goals as well as your daily journal. Did you reach your goals? Did you exceed them? Did you not reach some of them? Your summary paper should allow you to reflect on the entire experience in a meaningful way and help you make sense of what it was. How did it help you to become a better designer? How did it relate to class work? How did it help prepare you for the design world? Address these questions in a 3 to 5 page paper.

IV. Exhibition of Work (*Internships, Practicums and Independent Studies*)

Collect examples of all the types of work you had during your project/experience. Your exhibition is a visual documentation of that project/experience. You will create a display that clearly describes that project/experience that includes brief descriptions and captions of your work and responsibilities that you had.

Independent Study projects will also be presented either as a poster or oral presentation at the PURCC undergraduate research conference at the end of the spring semester. You will need to make formal application with PURCC to complete this requirement.