The internship program provides a cooperative learning opportunity where students work in a professional design environment to gain knowledge of and experience in their field. In turn, intern hosts can tap into a pool of students with near entry-level skills and contribute to the education of the profession’s future workforce.

Internship placements include design studios, ad agencies, web and application design, public relations firms, and in-house design departments.

**Basic host requirements**

- Host organizations must have a graphic designer or art director on staff to serve as the student’s supervisor.
- **Compensation:** With the exception of an internship at a non-profit organization, we post only internships where compensation is provided in the form of hourly pay, a scholarship, or a stipend that is comparable to an appropriate hourly pay. (Typical range is $10 – $12/hour.)

Internships offered by for-profit private sector businesses must meet the U.S. Department of Labor’s Fair Labor Standards Act criteria to qualify as unpaid. www.dol.gov/whd/regs/compliance/whdfs71.htm

For unpaid internships, we recommend the host provide a stipend to cover parking and mileage, as well the $50 course fee that is added to a student’s tuition, if they are enrolling for internship credit.

Compensation for our design student internships is important for a number reasons:

- Most of our students are working, earning money to help pay for their own education. Many do not have the flexibility to give up a paid job to take an unpaid internship position.
- Design is a valuable skill and service that contributes to the success of an organization. Although design students are still learning, they are able to provide valuable skills to contribute to host organization.
- Our graphic design program is small with 35–40 upper-level students per year. We frequently have more demand for interns than our supply of students. The majority of internship requests are for a paid position; unpaid internships frequently go unfilled.

**Timing, hours, and placement length**

- Internships may start at any time and do not have to coincide with the academic calendar.
- Working 8–12 hours per week in an internship is typical for full-time students. Part-time students may be able to work 15–20 hours per week.
- To receive 3-hour course credit, the minimum length of the placement is 120 hours:
  - During fall and spring semesters, that translates to 8 hours per week for 15 weeks.
  - Summer internships placements are typically for 6 to 8 weeks with student spending 15 to 20 hours per week at the host organization for a total of 120 hours minimum.
- The host and student may continue a paid internship beyond the initial placement timeframe.
- Students are not required to earn course credit to participate in an internship, but may earn three (3) credit hours for 120 hours worked in an internship.
- For students enrolled for internship credit, an evaluation form will be filled out by both the student and the student’s host mentor at the end of the placement.

**How requests are handled**

- Host organizations need to provide a brief description of the internship via email to leslie.friesen@louisville.edu. Include information about:
  - who will be mentoring/ supervising the intern;
  - desired skills and attributes;
  - types of work to be performed;
  - where the work will be performed;
  - hours per week and duration of placement;
  - hourly rate or other compensation
- Requests are actively communicated (via email and other postings) to students in the Graphic Design BFA program.
- Interested students directly contact the host to apply for the internship.
- The intern host interviews the student(s) and may choose whether or not to accept the applicant.
- The Hite Art Institute cannot guarantee any particular request for a student intern will be filled.
# Internship Program — Memorandum of Understanding

**Graphic Design Program**  
Hite Art Institute  
University of Louisville

## Host Agencies Expectations
- Provide student the opportunity to work in and observe a professional agency/organization environment, including:
  - supervision and mentoring by graphic designer or art director;
  - assist in production of graphic design work, appropriate to their skill level;
  - observe one or more client and/or in-house planning/project development meetings;
  - observe one or more client presentations;
  - observe or participate in meeting with printing or other vendor representatives;
  - observe or participate in preparing specifications for outside vendor production/bids;
  - shadow various professional (non-design) and support staff;
  - observe staff meetings.
- Assign tasks and provide clear direction and expectations for those tasks.
- Communicate with the UofL faculty sponsor and student at the beginning of the co-op term; with additional contact, if necessary, throughout the term.
- Complete a brief evaluation form on co-op student at the end of the co-op term.

## Student Expectations
- Adhere to professional agency standards in dress, office behavior, confidentiality agreements, etc.
- Work a minimum of eight (8) hours a week for 15 weeks at the agency. (Or a minimum of 15 hours a week for 8 weeks or the equivalent for summer placements.)
- Establish working hours with agency mentor, be on time and actively work/participate during those hours.
- Actively assist on tasks assigned.
- Seek out work when tasks are completed.
- Complete tasks in an accurate, thorough and timely manner. Tasks may include:
  - entry level graphic/web design work outlined above (comps, production work, obtaining vendor bids);
  - other agency tasks (filing samples, scanning, helping assemble materials for a client presentation, etc.)

The student is also expected to complete an evaluation and brief written report of their experiences and learnings during at the agency and/or other evidence (such as examples of student’s design/production work for the agency).

## Grading
Grading for the co-op is Pass/Fail based on the agency’s evaluation of the student, and the student’s evaluation of the agency turned in at the end of the term.

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**STUDENT NAME**  
**ADDRESS**  
**CITY**  
**STATE ZIP**  
**STUDENT’S EMAIL**  
**PREFERRED PHONE**  

**AGENCY CONTACT NAME**  
**AGENCY**  
**ADDRESS**  
**CITY**  
**STATE ZIP**  
**AGENCY CONTACT EMAIL**  
**PREFERRED PHONE**

**FACULTY SPONSOR**  
**ADDRESS**  
**CITY**  
**STATE ZIP**  
**FACULTY EMAIL**  
**PREFERRED PHONE**

**SEMESTER YEAR**  
**CO-OP START DATE**  
**CO-OP END DATE**  
**WORK SCHEDULE**

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**STUDENT SIGNATURE**  
**DATE**  

**AGENCY CONTACT SIGNATURE**  
**DATE**

**FACULTY SPONSOR SIGNATURE**  
**DATE**

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[Hite Art Institute Logo]