

Co-op Program in Communication Art & Design

Communication Art & Design Program

Hite Art Institute
University of Louisville

To view examples of student work, visit:
<http://uoflart.com/sorting/cad.php>

The Co-op Program provides a co-operative learning opportunity where students work in a professional agency or in-house design department to gain knowledge of and experience in their field. In turn, agencies can tap into a pool of students with near entry-level skills, contributing to the education of the profession's future workforce.

Host agency information

- Host agencies must have a graphic designer or art director on staff to serve as the student's supervisor.
- Compensation is at the discretion of the host agency. (Currently approximately 80% internships filled by our students are paid. Typical range is \$8 – \$10/hour.)
- A Memorandum of Understanding outlines expectations between host agency and student, that includes learning objectives and evaluation criteria.

Placement length and credit hours

- For unpaid internships, the length of the placement is 120 hours per semester — typically 15 weeks with student spending a minimum of eight hours per week at host agency. Summer co-op placements are typically for 6 to 8 weeks with student spending a minimum of 15 to 20 hours per week at the host agency for a total of 120 hours minimum.
- For paid co-op positions, the agency and student may negotiate length of placement and hours per week.
- Students may earn three (3) credit hours for 120 hours worked in an co-op. The course will count as an additional elective.
- For students enrolled for co-op credit, an evaluation form will be filled out by both the student and the student's agency mentor.

Student qualifications

- Open to Communication Art & Design (CA&D) BFA majors who have a 3.0 grade point average, and have completed all Foundation and 300-level requirements and at least one CA&D 500-level course.

How agency requests are handled

- Requests from agencies are actively communicated (via email and other postings) to students in the Communication Art & Design program.
- Interested students directly contact the agency.
- The co-op host agency 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.

For students interested working in an internship

- Students interested in participating in the co-op program should inform their faculty advisor.
- The faculty advisor will recommend possible companies where the student might apply for an internship.
- It is up to the student to pursue those opportunities, just as they would any job opportunity.
- Co-op placement with host agencies is not guaranteed.
- A student may seek a co-op placement independently. If the student wishes to receive co-op credit, the company would need to agree to the terms of the Agency Host Memorandum of Understanding and be approved by a Hite Art Institute faculty sponsor prior to the student starting the placement.

For more information

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Co-op Program — Memorandum of Understanding

Communication Art & Design Program

Hite Art Institute
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sorting/cad.php](http://uoflart.com/sorting/cad.php)

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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Host Agencies Expectations

- Provide student the opportunity to work in and observe a professional agency environment, including:
 - supervision and mentoring by graphic designer or art director;
 - assist in production of graphic/web design work, appropriate to their skill level;
 - assist in preparing comps for client presentations;
 - 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 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.
- Designate one person to be co-op student's "mentor/boss" during their term.
- 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.

STUDENT SIGNATURE
DATE

AGENCY CONTACT SIGNATURE
DATE

FACULTY SPONSOR SIGNATURE
DATE