Communication Art & Design
Internship Program
Information for Host Organizations

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, hosts can tap into a pool of students with near entry-level skills, contributing to the education of the profession’s future workforce.

Internship placements include design studios, ad agencies, web and application design, public relations firms, 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.)

Compensation for our design student internships is important for a number reasons:
» Design is a valuable skill and service that contributes to the success of an organization. While design students are still learning they many valuable skills to contribute to host organization.
» 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
» Most of our students are working students, earning money to help pay for their own education. They do not have the luxury of giving up a paid job to take an unpaid internship position.
» Our program is small (@ 30 upper-level students per year) and has more demand for internships 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.
• 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 co-op 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 Communication Art & Design BFA program.
• Interested students directly contact the host to apply for the internship.
• The Hite Art Institute cannot guarantee any particular request for a student intern will be filled.