

# INTERNSHIP APPLICATION

[ GPHD 195 ]

Graphic Design Program | Department of Design | College of Arts and Letters | California State University-Sacramento

Students are required to fill out and return this application prior to starting an internship for GPHD 195 course credit. The business that is providing the internship should already have submitted a Hosting Application and signed the necessary contracts. New internships will only be added during the first two weeks of a semester.

After submitting this form, students will be required to attend orientations at both Sacramento State and the host site, returning the Orientation Form and a signed Release of Liability Form. Students are also required to submit a report at the end of the semester detailing their internship experiences, typical duties and responsibilities, and the types of projects they have worked on. When possible the student should include PDFs of these projects. They are also encouraged to include their personal evaluation of their experiences. Any necessary paperwork that is not completed may prevent the student from receiving credit for GPHD 195.

Students are expected to work roughly 10 hours a week for 15 weeks for a total of 150 hours per semester. Periodically you may be asked to work more than this, but keep in mind that internships need to be balanced with class assignments and when classes are in session students should not make a habit of working beyond these hours.

This application can be printed and completed by hand or completed by e-mail and sent to the faculty Internship Supervisor. If responding by e-mail, the original file is not required, just answers to all the numbered questions. E-mailed responses should have "Internship Application" in the subject line.

## student information

1) name: \_\_\_\_\_

2) address: \_\_\_\_\_

3) phone: \_\_\_\_\_ 4) e-mail: \_\_\_\_\_

## faculty supervisor

5) name: \_\_\_\_\_

6) semester: \_\_\_\_\_

## employer/host

7) employer/host: \_\_\_\_\_

8) address: \_\_\_\_\_

9) supervisor name: \_\_\_\_\_

10) phone: \_\_\_\_\_ 11) e-mail: \_\_\_\_\_

## 13) expected work schedule

\_\_\_\_\_

# of days/week: \_\_\_\_\_

\_\_\_\_\_

avg. hours/day: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 12) expected duties and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_