

# HOSTING APPLICATION

# [ GPHD195 ]

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

Businesses interested in hosting Sacramento State students as interns need to provide the Graphic Design Program with the information requested on the second page of this application before receiving interns. This information will be used to create a contract that must be signed by the prospective host and returned to the necessary offices at Sacramento State before an internship can take place. Once signed, contracts are good for five years. All information requested can be submitted via e-mail to the faculty Internship Supervisor. If returning by e-mail please put "Hosting Application" in the subject line.

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## internship guidelines

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Please review the following guidelines before submitting an application to host interns:

- All interns need to be supervised by a designer, art director or creative director. Interns are expected to learn about the business and practice of design from acting professionals.
- Students are expected to work 10 hours a week at an internship (for a total of 150 hours per semester). Work hours can be higher during times when classes are not being held, but when classes are in session please be considerate of student workloads. Interns will often be eager to meet your workload requests in detriment to their classroom responsibilities.
- Interns are expected to spend the majority of their time working in areas relevant to design creation, production and business management.
- Pay is not required but often draws the strongest students.

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## required orientations

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The Sacramento State administration requires all interns to receive two orientations at the start of their internship to make them aware of potential health hazards and proper conduct. One orientation is provided by the university on campus and the second by the employer at the work site. The employer orientation can take the form of a written packet, but in all cases should cover the following topics:

### health and safety information

- transportation and parking safety (particularly to and from work at unusual hours)
- emergency preparedness (emergency exits, etc.)
- proper use of chemicals (e.g. adhesives used for comping)
- proper use of equipment on site

### conduct

- expected attire for site
- site protocol for reporting illness
- any code of conduct information

Students are required to sign and return the Orientation Form indicating they have received both orientations to their faculty supervisor. Forms are available online (coming soon) or from the faculty.

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## evaluations

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Employers are asked to complete a short Student Evaluation Form at the end of the semester to provide the program with feedback on the students' work and preparedness. These responses can take the form of a simple e-mail to the faculty supervisor addressing the subjects mentioned on the evaluation form. Please indicate "Student Evaluation" in the subject line.

The Student Evaluation Form and other forms can be found at [www.al.csus.edu/design/gphd\\_internships](http://www.al.csus.edu/design/gphd_internships) (coming soon).

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## employer/host

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1) full legal name of company:

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2) address:

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## contact / supervisor

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3) name:

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4) phone:

5) e-mail:

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## 6) expected duties and responsibilities:

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## 7) expected work schedule

# of days/week:

avg. hours/day:

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if paid, probable hourly wage:

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