



Graphic Design Internship

"Design is thinking made visual"- Saul Bass

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Office Hours: Wed. & Thurs. 3:45- 4:25 PM Lunch (by appt. only)	Email: mhalvorsen@pageud.org

Learning Resources:

- Google Suite
- Adobe Suite

Course Description:

The Graphic Design Internship provides students with authentic, career-focused learning experiences through approved work-based learning, school-based enterprises, district media projects, or community partnerships. Students apply the knowledge and skills developed in previous Graphic Design courses while working alongside industry professionals or completing real-world design projects.

Students will develop technical expertise, strengthen employability skills, build a professional portfolio, and demonstrate workplace readiness through supervised work experiences aligned with Arizona CTE standards.

Course Standards and Objectives:

Students will demonstrate proficiency in the following standards and objectives

- 1.0 Analyze the communication media technologies industry, its business practices, and its role in the economy
- 2.0 Analyze ethical and legal issues related legal issues related to the communication media technologies industry
- 3.0 Analyze factors that contribute to personal success in the communication media technologies industry
- 4.0 Analyze the graphic design profession
- 5.0 Manage computer hardware and software
- 6.0 Apply graphic design concepts to produce visual solutions
- 7.0 Apply graphic design workflow to increase success and productivity
- 8.0 Create problem-solving graphic works using industry standard software
- 9.0 Demonstrate application of media output

Work-Based Learning Requirements

Students must complete:

- Weekly work hours
- Weekly timesheets
- Supervisor evaluations
- Reflection journals
- Portfolio submissions
- Industry Certification

Students represent both themselves and Page High School and are expected to maintain the highest professional standards when communicating with clients and businesses.

CLASSROOM EXPECTATIONS:

- **Cell Phones** – There will be **NO** cell phone use during instructional time. Cell phones will not be out for any reason during instructional time. Students will keep their cell phone out of sight by securing it in a lock box at the beginning of the class period and will receive it back at the end of the class period. Not adhering to this policy will result in consequences outlined in the **Page High School Student Handbook**.
- **Student Athletes** - Grade check forms must be handled exclusively before school, after school, or by appointment. They will not be addressed during class time to ensure an uninterrupted learning environment for all students. If a student is absent from class due to an athletic competition, they will have **3 days** to make up any missing assignments.
- **Restroom/Water/Hall policy** – Students will NOT be allowed to check out of class during the first and last 10 minutes. For the remainder of class time, check outs will be:
 - 1 student at a time
 - 5 minutes max
 - Must stay within J-Building (CTE)
 - Use planner to sign in and out
 - Do not abuse the system or your privilege may be terminated
- **CTE Travel Eligibility Policy**- To be eligible for any CTE-related travel, students must maintain a **70% or a grade of C or higher in all classes**. Grades will be reviewed **at noon on the day prior to travel** to determine eligibility
- **Sand Devil Way** - This class will consistently recognize and reinforce The Sand Devil Way at Page High School. These expectations ensure that the learning environment is set up to increase student learning. Students are expected to follow all school rules in this classroom. These rules can be found in the Student Handbook. The following classroom expectations will help you be successful in this class and help maintain a positive learning environment:
 - Be On-Time: In the classroom, when the bell rings.
 - Be Prepared: Come to class prepared with all materials and ready to learn from bell to bell. Students will not be allowed to wait by the door for the bell to ring. We will be working until the bell rings.
 - Be Respectful: Respect other students, teachers, school property, and yourself. Respect those

around you the way you would like to be respected.

- **Be Kind, Get Involved, Work Hard!!!**

ATTENDANCE & TARDIES:

- Chronic absenteeism is a major issue and detriment to student learning. Students that are absent (UNVERIFIED, TRUANT, VERIFIED) for 12 days or more in the semester will not earn credit for the semester. Students will be afforded the opportunity to make up missed time through office hours.

PROFESSIONALISM POINTS POLICY

- Students will earn 5 professionalism points every day. This represents the student's attendance, materials, participation and work ethic that is needed to be successful in this class and in real world industry. Professionalism points are accumulated throughout the entire semester and if points are lost it WILL make an impact on your grade.
 - Unexcused absences will result in the student losing ALL professionalism points for that day. If a student wishes to make up the points, he/she may come in during office hours or lunch time to make up the class time missed.
 - 1 pt. = 10 minutes, Students must be working on projects/ assignments the entire time.
 - Excused absences will result in the student NOT losing professionalism points, however the UNV/VER (outlined in student handbook) absence must be excused. If not, this may result in the student losing their professionalism points and will have to make up.
 - Truancy is NOT allowed! If found truant, all professionalism points will be lost and cannot be made up.
 - If the Student is tardy, they will automatically lose 1 professionalism point. This will be treated as a minor incident and enforced with the following steps outlined in the **Page High School Student Handbook**:
 - 1-2 Tardies (in a class): Teacher records the tardy, verbal reminder about on-time expectations, may call home, student assigned to lunch detention.
 - 3-4 Tardies (in a class): Student will receive a tardy ODR from teacher, student participates in a truancy round-up, student will be assigned to lunch detention.
 - 5 + Tardies: Student will receive a tardy ODR from teacher, student will be assigned to lunch detention or after school detention to make up missing academics.
 - Excessive Tardies: Students who are late by 15 minutes or more will be recorded as excessively tardy. Student will automatically receive lunch detention. Any unexcused tardy over 30 minutes may be determined a truancy.
 - Habitual Tardiness: Students who are deemed habitually tardy despite interventions will then receive multiple days of lunch detention and/or after school detention, parent conference with administration.
- *The tardy count starts at zero at the beginning of each semester.
- *Make every effort to be on time and prepared, so the class can get started on the day's objective. On-time behavior in this class is defined as in the room when the bell rings.*

GRADING SCALE:

Letter grades will be assigned and determined according to the following criteria:

A	B	C	D	F
100- 90%	89- 80%	79- 70%	69- 60%	< 60%

Category	Percentage
Internship Performance & Projects	35%
Portfolio Development	20%
Reflection Journals	15%
Timesheets & Documentation	15%
Attendance & Professionalism Skills	15%

➤ INDUSTRY CERTIFICATION(S):

During this internship, students will be offered an industry certification at **no cost** to the student. It is highly recommended for students to take the industry certification exam.

GRAPHIC DESIGN CTSO:

All students are encouraged to join the Graphic Design CTSO. This is a school-based *business* that offers multimedia services such as design work, portrait/event photography, printing, and advertising. Students learn entrepreneurial skills, budgeting, pricing, advertising, communication skills, and customer service. Students will also have the opportunity to compete in Graphic Design competitions at the Regional, State, and National level.

MODIFICATIONS:

As the teacher of this course, I reserve the right to add, delete, or modify information in this syllabus and course schedule. I will communicate any modifications as necessary.

PLEASE SIGN AND RETURN THIS FORM

We have carefully read and understand the information provided in this syllabus. We agree to the policies and expectations pertaining to the course outline, grading system, attendance, and class policies for Graphic Design II - Multimedia.

Hour:	
Student Name (Print):	
Student Name (Signature):	
Parent/ Guardian (Print):	
Parent/ Guardian (Signature):	
Parent Email:	
Parent Phone Number:	