



## **Graphic Communications Technology** Internship Information

### **General Information**

- Students completing a TLS degree plan specializing in Graphic Communications Technology are required to serve an internship. The internship must relate to graphic communications technology.
- Prior to enrolling in an Internship, students must complete a minimum of the following courses: GRTC 3350 (Graphic Communications Materials and Processes); GRTC 3351 (Image Technology I); and GRTC 3352 (Press Technology I).
- Internship section numbers are not published in the Schedule of Classes and can only be obtained by contacting the Graphic Communications Technology coordinator.
- A three-semester-hour internship requires a minimum of 135 hours of experience. Students must keep track of their time through the use of a time card or other record. These hours may be completed by averaging nine hours per week during a 15 week semester, or may be condensed into a summer session by averaging more hours per week.
- Internships are generally unpaid. Unpaid internships are preferred because they allow cooperating employers to stress the student's education rather than productivity.

### **Obtaining an Internship Position**

- Students must prepare a detailed resume before seeking an internship.
- Students may be placed through the Internship and Employment Subcommittee of the Texas Printing Education Foundation (TPEF), or they may obtain their own internships.
- All internship positions must be approved by the Graphic Communications Technology coordinator.

### **Internship Objective Statement**

- The objectives of each internship will vary according to the knowledge-acquisition needs and career goals of each individual student.
- Internship objectives and sites are flexible so long as they are related to graphic communications technology.

- Each student will compose a list of specific objectives to be met through the internship. Each student's list must be compiled in conjunction with the Graphic Communications Technology coordinator.
- Each student's list of objectives must be approved and signed by the student, the student's mentor, and the Graphic Communications Technology coordinator.

### **Receiving Academic Credit for Internships**

- An acceptable objective statement must be composed by the student and approved by the Graphic Communications Technology coordinator and the student's mentor.
- The student must keep a time record to document a minimum of 135 hours of experience.
- The student must write an acceptable term paper (see guidelines below).
- The mentor will evaluate the student's performance. The student will be responsible for obtaining an evaluation form from the Graphic Communications Technology coordinator and presenting it to the cooperating employer. The cooperating employer will be responsible for completing the form and mailing it, in a company envelope, to the Graphic Communications Technology coordinator. The evaluation must be received by the coordinator during the exam week of the semester in which the internship is completed.

### **Term Paper Guidelines**

- The Term Paper should be an example of the student's absolute best written work. It can be considered a "mini-thesis."
- The paper should be approximately five–seven (5–7) 8 1/2 X 11" pages of 12 point Times or Times New Roman type leaded three points with one inch (1") margins.
- Two copies of the paper are to be submitted – one to be graded and returned to the student, the other for the College archives.
- The paper is to be submitted in a professional manner properly bound for archival.
- Follow the APA guidelines for manuscript preparation, except use Times or Times New Roman Type. Follow all other guidelines.
- The paper must be submitted during the exam week of whatever semester the internship is completed.
- The contents of the paper will be as follows:
  - Introduction: State the name of the cooperating employer, its address, the dates of

the internship and an overview of the student's role during the internship.

- **Body:** The body is to be organized around the student's statement of objectives. Each objective is to be a subtitle. Under each objective, a narrative is to be written that describes what was learned about the objective. A comparison of what was expected compared to what was learned should be given.
- **Conclusion:** The conclusion should explain how the internship has impacted the student's education and career plans.
- **Appendix:** Includes the original signed statement of objectives, a revised resume that highlights the just-completed internship, and the student's time record. A bibliography and samples of the student's work (if appropriate) may also be included in the appendix.

## Grading

A letter grade will be assigned for each internship. Grades will be calculated as follows:

- Objective statement . . . . . 10%
- Attendance . . . . . 10%
- Term paper . . . . . 50%  
The paper will be graded on content, adherence to the APA style, and presentation.
- Mentor evaluation . . . . . 30%