

INTERNSHIP CREDIT FORM: DESIGN 495

STUDENT NAME _____ Student Number _____
Last First

UW Email _____ Quarter _____ Year _____

FACULTY SPONSOR'S SIGNATURE _____ Program / Major _____

INTERNSHIP ORGANIZATION _____

Mailing Address _____
Street City Zip

Name of Supervisor _____ Phone _____

Internship/Job Title _____

Number of hours per week at internship site _____ Number of credits to be earned: 1 2 3 4 5

Internship is:

- Volunteer
- Paid at the rate of _____ per hour / week / month
- Other compensation: _____

Does this internship require the use of special resources, facilities and equipment, or carry special legal implications including compliance with the policy on Human Subjects Review?

If yes, attach clearance. _____ Yes _____ No

INDEPENDENT STUDY CODES

DESIGN

30004	Ahn, Sang-Gyeun	30009	Matthews, Kristine
10306	Cheng, Karen	30014	Muren, Dominic
30039	Germany, Jason	10303	Ozubko, Christopher
10310	Gould, Annabelle	10311	Roesler, Axel

UNDERGRADUATE INTERNSHIPS: DESIGN 495

Design internships can be a valuable experience for Design students. A carefully planned internship enables students to expand their knowledge of the design field through the support and critical appraisal of experienced design professionals.

FINDING A DESIGN INTERNSHIP

Internships are often listed on the national AIGA website or Core77 and IDSA. The UW Design Division also works in partnership with the UW Career Center to post design internship opportunities on the UW Career Center database, Husky Jobs.

GETTING CREDIT FOR INTERNSHIPS

Students may enroll in DES 495 (Undergraduate Internship for Credit) to receive credit for a design internship. Faculty sponsorship is required for enrollment in DES 495.

FACULTY SPONSORSHIP

Design faculty are willing to sponsor selected students for a maximum of 6 cumulative credits in DES 495, under the following conditions:

- The proposing student is a junior or senior in good academic standing in the Design program.
- The proposing student has submitted a written proposal for the internship at least 5 weeks in advance of the internship quarter.
- The internship does not exceed 15 hours per week.
- The internship is appropriately compensated.
- The proposing student agrees to give a public presentation of their internship experience.
- The proposing student agrees to write a one-page assessment of their internship experience. This assessment must be completed by Wednesday of finals week during the internship quarter.

PROPOSAL PROCESS

Please submit an internship proposal to the Design faculty member you have asked to sponsor your internship. The proposal should consist of the **Internship Credit form** (over), an unofficial transcript, and a letter from the employer on their official letterhead. The employer's letter should:

- Describe the specific learning objectives of the internship. Internships that only introduce students to general design office conduct are insufficient for academic credit. Students should be assigned to specific design projects that broaden their knowledge of the field.
- Describe how the intern will be supervised. Interns should be assigned to a full-time professional who agrees to mentor the intern and oversee his/her activities. This supervisor is required to write a one-page evaluation of the student's performance at the conclusion of the internship. Negative evaluations may result in lack of credit for DES 495.
- Describe the intern's financial compensation and working hours. All faculty-sponsored internships must include a stipend for the student. To avoid interference with the student's academic performance, the internship should not exceed 15 hours per week