

New Intern Employer Questions

Graphic Design Internship for Credit

Thank you for your interest in employing a student intern from UNC Charlotte!

Before signing, please read the *Guidelines & Responsibilities for Employing Interns*, which also includes the *US Department of Labor Guidelines Regarding Internship Programs*.

Student Interns receive 3 hours of academic credit for 120 hours of work completed over the course of one academic semester. Typically during a regular 15-week semester, this works out to be 8 hours a week. During a 5-week summer session, it's 24 hours a week. Specific work schedules (days/times) are determined by the intern and the employer.

After the required 120 hours are complete, if the student continues working as an intern, then we strongly recommend that they be paid, if they are not already, since they cannot get course credit for two internships with one organization.

Towards the end of the semester or summer session, the site supervisor will receive an email from the instructor of record with a link to an *Internship Evaluation* form. The site supervisor should complete the survey in a timely manner in order for the student to receive a grade for the course.

Please Note: Whenever possible, the host organization should provide a computer and/or any required software for the student to use while completing work for the organization. If a student uses their own equipment and/or software, they risk breaking their educational use license agreements.

Employer (Company / Organization Name)

Intern Supervisor Name

Title

Email

Phone

Date

Briefly describe your company and/or organization:

Has your company and/or organization hosted other UNC Charlotte student interns before? If yes, when?:

Has the Intern Supervisor listed above personally managed other student interns before? If yes, when?:

Does the Intern Supervisor have professional graphic design experience? If not, do they have related experience? (i. e. marketing, technical expertise, etc.) Please Explain:

Please describe this internship and the general kinds of mentoring the student will receive:

More specifically, what kinds of graphic design related projects will they be working on?:

Will the student be able to show the work they do for you in their portfolio? (Is there a non-disclosure agreement?):

Is this a paid position? If so, what is the amount and what is the payment schedule? (Please see Guidelines & Responsibilities for Employing Interns and the US Dept of Labor Guidelines Regarding Internship Programs):

Will the student be working on-site? If not, what is the plan for communication?:

Will your company and/or organization be providing a computer and software for them to use? (Please see Employer Guidelines: Important Note):

After the student has completed the required 120 hrs, are there opportunities to continue on as an intern or for possible employment? If so, please describe: