Franklin University Switzerland
Università Cattolica del Sacro Cuore
Forum-Nexus Program
Course Syllabus

ART 310-INTP
Internship in Arts & Graphic Design

Course Description

An internship is an applied academic experience conducted under faculty supervision. It provides students the opportunity to build upon, apply, and assess the concepts developed through their classroom curriculum and to further their professional growth through meaningful real-world job experience.

Internships give students a head start in their careers, showing future employers they have initiative and experience and are ready for the workforce. Internships also help focus career interests and offer exposure to potential career paths that the classroom environment cannot.

The Forum-Nexus Internship Program provides students with an opportunity to work for Forum-Nexus Study Abroad and earn 3 credits for their experience. The internship involves 150 hours and is completed in Europe, as part of the itinerary of the Forum-Nexus Ultimate Summer in Europe program. Part of the 150 hours may be completed before or after the program.

The Art and Graphic Design Internship with Forum-Nexus is ideal for students who wish to develop their graphic design skills in a fast-paced, international setting. The internship will address the differences in graphic design across Spain, France, Italy, the Netherlands, and Sweden, and how this compares with the graphic design trends in the US. You'll attend related events and work with the Forum-Nexus team to examine graphic design elements within the program, gaining a deeper understanding of practical issues related to graphic design and advocating for evidence-based improvements. Throughout the program, the Intern will have the opportunity to learn about and assist with the day-to-day operations of the program, including moving from the hotel to the university to a professional visit, or as we travel from city to city. Students taking this internship course will develop their communication and organizational skills along with their understanding of management processes and procedures.

The **specific tasks** to be performed include:

- Studying and reporting on graphic design processes and trends in France, Netherlands, Switzerland, Italy, and Spain and how they compare with the US
- Studying and analyzing the Forum-Nexus brand identity, including website, program materials, and social media platforms.

- Suggest improvements for the Forum-Nexus brand identity in a formal written document that outlines your suggested improvements and backs them up with reasoning and research
- Interviewing management / operations personnel at the Forum-Nexus
- Assisting in the check in and check out procedures throughout the program
- Managing (along with Forum-Nexus staff members) the transportation of large groups of students to and from classes, professional visits, cultural visits, and between cities during the program
- Working with personnel at hotels and host universities as needed
- Assisting in the planning and execution of the opening ceremony/orientation program
- Planning and executing the farewell ceremony
- Writing, reporting on, and assessing the professional visits in the program, including visits to corporations and international organizations

Course Requirements

The internship course will not meet as a regular class; however, the following course requirements must be met to earn course credit:

1. Perform job requirements in a professional manner.
2. Maintain regular and prompt attendance, as agreed upon with supervisor.
3. Submit regular reports reflecting on the experiences as an intern and documenting the various activities, tasks and knowledge gained. These reports should focus on the different approaches to sustainability in each of our host countries, and notably, evaluate the sustainability practices in our hotels, as well as how environmental concerns are addressed by businesses and institutions with which the program interacts.
4. Maintain an internship journal that facilitates retention of specific events and provides a basis for retrospection.
5. Spend time as appropriate with the assigned faculty member and site supervisor(s).
6. Write and submit a paper at the end of the program in which you assess the internship experience, discuss items learned, and relate observations and experiences to concepts learned in class. The emphasis should be on observation, analysis, and evaluation of the experience, organization, and industry rather than on a detailed description of tasks and duties. It should include an evaluation of Forum Nexus's brand identity, and include recommendations for how to improve in the future. If you worked in a team, you might discuss the team dynamics and how this affected job performance. The paper should include a 2-page Executive Summary that describes the highlights of your internship experience. The papers should be approximately 7 pages, including the Executive Summary. Proper grammar and composition are required, as the ability to communicate effectively is critical in business.
7. Obtain a performance evaluation from your immediate supervisor.
8. An internship is a professional experience and students will be held to a professional standard with respect to organization, content, and writing of both the weekly reports and the final paper.
9. Failure to complete the internship and/or required submissions will result in a fail (F) for the final grade. A student's grade will be based upon the following:
    a. Performance evaluation completed by the supervisor
    b. Activity journal submissions
    c. Executive summary and final paper
10. A site supervisor will be assigned to each intern. The supervisor's role is to:
    a. Provide daily supervision.
    b. Assign and train students in their job tasks and responsibilities.
    c. Complete a written evaluation of the intern's performance at the end of the internship.

11. The internship involves 150 hours and is completed in Europe, as part of the itinerary of the Forum-Nexus Ultimate Summer in Europe program. Part of the 150 hours may be completed before or after the program.
12. By successfully completing the internship and its requirements the student will earn 3 academic credits.

Participation in "Europe Today: An International IQ Seminar"

All students also attend **Europe Today: An International IQ Seminar**, a daily session with occasional distinguished guest lectures. In this seminar, students learn about the culture of each country, gain an understanding of essential European geography and current events, discuss their experiences and cross-cultural interactions, get language tips, and identify ways to have an even more immersive study abroad experience. The material covered in the seminar complements the syllabus for this course, and there will be some exam questions based on the seminar. Knowledge from and participation in the International IQ Seminar is factored into the grade for this course.

Components of Final Grade

Successful completion of assigned duties	40%
Activity journal submissions	30%
Final paper	20%
Participation in performance evaluation	10%

Grading Scale

93-100 %	A
90-92.9 %	A-
87-89.9 %	B+
83-86.9 %	B
80-82.9 %	B-
77-79.9 %	C+
73-76.9 %	C
70-72.9%	C-
67-69.9 %	D+
63-66.9 %	D
60-62.9 %	D-
Below 60 %	F

Academic Integrity

Franklin University Switzerland, and Università Cattolica del Sacro Cuore place a high value on the integrity, good conduct, and academic honesty of all students. Students are expected to maintain high standards of academic integrity at all times. Any instance of academic dishonesty, including plagiarism, will result in a grade of F for the course.

AI Policy

The use of generative AI tools (e.g. ChatGPT, Dall-e, Grammarly, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your creative ideas for specific writing assignments;
- Finding information on relevant topics related to the course;
- Checking spelling on your writing assignments and presentations.

The use of generative AI tools is not permitted in this course for the following activities:

- Generating a draft of your writing assignments and final presentation.
- Writing entire sentences, paragraphs or responses to complete class assignments.

In sum, any content that you hand in must not be generated by AI software, but it has to represent your intellectual contribution. Unauthorized use of artificial intelligence tools to write your paper or disguise plagiarized work is considered unauthorized assistance in this course and will result in a failing grade on the assignment.