

DSGN 127 Design Program Internship Application

Internship Report and Performance Evaluation are due on the last day of instruction.

Spring 20 _____ Fall 20 _____ Summer 20 _____

- 1 unit (48 Hours)
- 2 units (96 Hours)
- 3 units (144 Hours)
- 4 units (192 Hours)

San José State University
Department of Design
sjsu.edu/design

Are you graduating this semester? Yes No

Internships may be taken for a total of 6 units, with no more than 4 units in a single semester.

All F1 and J1 visa holders must apply for work authorization through the ISSS office prior to completing this course.

Student Name (Last, First) Initial Tower ID #

Student E-mail

Local Address

City State Zip

Home phone Work phone

Current Major Emergency contact phone

Qualifications: Completion of 3 units of DSIT 104, DSGD 106, or DSID 123, with GPA in major of at least 3.0, or "instructor consent."

Name and address of firm sponsoring internship

Phone Email

Name of individual in firm who will provide supervision

Submission guidelines

- For off-campus internships please have your employer fill out the University-Organization Agreement online via <https://app.calstates4.com/sjsu>. For on-campus internships please submit a Memorandum of Understanding (MOU) form to the Design Office Art 120. To check if the company is already in the system (only for off-campus internships) use <https://app.calstates4.com/sjsu> and click sites at the top left to search for company. To check MOU company please inquire at Design Office Art 120.
- Attach offer letter (from firm supervisor on company letterhead) describing internship duties.
- You must sign and date the "Hold- Harmless" statement (on the right).
- Faculty Advisor must approve internship before you begin.

Faculty/Major Advisor's Signature Date

- You must register for this course in order to receive credit. After form is approved by Faculty/Major Advisor obtain the 5-digit code number from Design Office (Art 120). Please make sure to use the permission code before the last day to add for the semester.
- In order to receive academic credit, the student must submit a typewritten 250-word report evaluating the internship experience and a "Performance Evaluation Form" completed, signed, and mailed by the supervisor in the firm to the Design Office. The 250-word personal statement and employer evaluation form must be submitted by the last day of instruction of the semester enrolled.

Release, Hold-Harmless and Informed Consent Statement

In consideration for being allowed to participate in the SJSU Internship and/or Service Learning Program, an educational endeavor to be conducted through San José State University in the location stated on this agreement, the undersigned does hereby agree as follows: On behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University, San José State University, their employees, officers, directors, volunteers, and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this SJSU Internship and/or Service Learning Program, including travel to, from and during the Program.

I am voluntarily participating in this SJSU Internship and/or Service Learning Program. I am aware of the risks associated with traveling to/ from and participating in this Program, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Program location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Program, including traveling to, from and during the Program.

I agree to hold the University harmless of any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Program, including traveling to, from and during the Program. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the university, (c) and assuming all risks of participating in this Program, including travel to, from and during the SJSU Internship and/or Service Learning Program.

It is understood and agreed that participants in SJSU Internship and/or Service Learning Programs, shall be subject to the supervision and authority of the California State University, SJSU, its agents, officers and employees, including the sole decision-making responsibility with respect to any participant whose conduct or academic standing, may warrant expulsion or withdrawal from the program. Participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances. Likewise, as a guide for continued participation, it is understood and agreed that the participants are expected to display a sense of maturity and responsibility as a representative of SJSU, the CSU and the United States of America. It is hereby acknowledged and agreed that if the undersigned participant is required to withdraw from a SJSU Internship and/or Service Learning Program for failure to maintain appropriate academic standards or behavior, there will be no refund of tuition after the program departs, and the said participant will no longer have access to any of the facilities arranged for the participant in the SJSU Internship and/or Service Learning Program.

I accept the placement offered to me on a certified SJSU Internship and/or Service Learning Program. I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Print Name

Signature Date

Fall 2016 V1

For office use only

- BFA Animation/Illustration
- BFA Graphic Design
- BS Industrial Design
- BFA Interior Design

SJSU does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age disability, disabled veteran's or Vietnam Era veteran's status. This policy applies to all SJSU student, faculty, and staff programs and activities. Questions regarding this policy should be directed to the Office of Equal Opportunity, One Washington Square, BB Building, San José, CA 95192-0003, 408.924.1115. SJSU is an Equal Opportunity/Affirmative Action Employer. Reasonable accommodations are made for applicants with disabilities.

- Confirmation letter received
- Student report received
- Supervisor's performance evaluation and completion of hours received