

Concordia University | Department of Design Art

Fall 2018-Winter 2019

DART 453 DESIGN AND COMMUNITY ENGAGEMENT

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Internship protocol

For the Design department, *engage in the community* literally means to put into practice the program's philosophical directive of creating links and engaging with Montreal communities via student internships.

This document is a protocol that regulates internships for students, sponsors and lecturers. Student's grade will be given accordingly to their ability to respond to the following guidelines.

1. Definition

The *design and community engagement internship* is a nine-week (20-hour) program for a student enrolled in the Design-Art *DART 453-design and community engagement* class. This internship could be conducted at Concordia University or in a community or non-profit organization, or both.

2. Purpose and Objectives

- To provides an undergraduate Concordia student with an opportunity to gain collaborative experience with community and non-profit organization.
- To provide an understanding of the importance of those organization.
- To provide an understanding of the value of social implication.
- Engage the student to develop a social practice related to his field of study.

3. Before the internship

- The student must assist to the tree preparatory classes.
- The student chose a community or non-profit organization where he would like to do the internship. Someone significant from this organization as to be designed as the student sponsor.
- The student is sponsor and the lecturer must sign this document (*internship protocol*).
- The student is sponsor and the lecturer must have complete and sign the document *Internship – planning and objectives*.

4. During the internship

- The internship consists of approximately 20-hour of implication. It include the internship activities itself (i.e.: a series of 8 workshop, the design of a website...), and not, if applicable, transportation, preparation before and after the activities (i.e.: setting a room and put in back as it was before) and meeting with the sponsor.
- The sponsor is responsible for any purchased needed for the activities during the internship. The student must ask permission in advance for any purchase. If the premises of the internship are not accessible by public transportation, the sponsor is responsible for transportation fee.
- The sponsor is responsible to advertise any activities related to the internship.

- Every week, student has to make an entry to his *field journal*.
- Student must arrange at least 2 meeting with the lecturer. The first meeting must take place between the third and the fifth week and the last meeting must take place between the sixth and the eighth week of the internship.
- If the student has to miss an activity or a meeting he **must** warn the sponsor at least 48-hour before and find a replacement date.
- The sponsor explains explicitly his code of ethics and the particular boundaries related to the internship and the student must act accordingly.
- The student must conduct himself in a responsible and professional manner.
- The student and the sponsor may contact the lecturer if any problem may occur during the internship.

5. After the internship

- The sponsor gives feedback to the student and the lecturer by filling the document *Internship – planning and objectives*.
- The student must assist to the last two classes of the semester.
- During the last class of the semester, each student gives a 15 min presentation. Sponsors are welcome.
- Before his presentation, the student hands to the lecturer his *field journal* and the document *Internship – planning and objectives*.

I agree to follow the guidelines set out in this internship protocol:

Signature of the internship sponsor Date

Full name: email phone

Signature of the university student

Full name email phone

Signature of the lecturer Date

Comments:
