



**Approval/Permission to Register For**  
**Independent Study/Project or Internship/Practicum or Teaching Assistantship**  
 (Submit to Registrar's Office once completed)

Important Reminder: If you have less than a **2.7 Overall GPA** and you are registering for greater than 17 total credits, you must obtain written approval from the Advising Center.

Instructions:

1. Print all information on yellow paper.
2. Students and faculty project supervisors **MUST COMPLETE REVERSE SIDE.**
3. Obtain approval signatures from the Independent Study/Project/Internship/Practicum/Teaching Assistantship project director and the supervising department chair. Submit this form to the appropriate academic dean for final approval.
4. With dean's approval, copies of the approved form will be sent to the project director, department chair, and the Registrar's Office. Upon receipt, the Registrar's Office will process the approved registration request. (Part-time students will be sent a bill which is payable immediately.)
5. Any changes to this registration request (i.e. drop/withdrawal) are the responsibility of the student and must be submitted to the Registrar's Office prior to applicable deadline.
6. **REGISTRATIONS CAN NOT BE PROCESSED WITHOUT ALL SIGNATURES!**

I have read and will comply with the above:

Student Signature (Print and Sign): \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Eastern ID #: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_  
 Subject / Course Number: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

If this is an Independent Study Replacing a Course, please list Subject and Course Number: \_\_\_\_\_

<input type="checkbox"/> Independent Study	<input type="checkbox"/> Senior Project (Visual Arts)	<u>CHECK SESSION AND WRITE IN YEAR:</u>	
<input type="checkbox"/> Internship/Practicum	<input type="checkbox"/> Individual Music	Fall	Intersession
<input type="checkbox"/> Teaching Assistantship	Instruction (Perf. Arts)	Spring	Summer
T.A. Course _____		Year	_____

**APPROVAL SIGNATURES:**

**Supervising Eastern Faculty Member**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervising Department Chair:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Dean:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office Use Only: Section Code: \_\_\_ CRN: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

A. Project Title (research project title or descriptive title for duties performed):

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B. Objective (describe required duties or project components):

C. Reading and other materials required for project (attach reading list):

D. Outline of how the project will be conducted:

E. Outline of how the student work will be evaluated for a grade by faculty supervisor (must be completed by faculty):

## **Center for Community Engagement (CCE) Graphic Design/Marketing Internship**

Center for Community Engagement, Eastern Connecticut State University

860-465-4426

333 Prospect Street, Willimantic, CT 06226

**Supervisor:** Lana O'Connor

[oconnorla@easternct.edu](mailto:oconnorla@easternct.edu)

### **Job Description:**

The **Graphic Design/Marketing** intern will be responsible for creating digital content and graphics for the CCE social media platforms and the CCE website to be used for promoting the CCE programs and events to the campus and local Willimantic community.

### **Key Responsibilities:**

- Design eye catching flyers for CCE Community Programs and Special Events.
- Communicate promotional graphics and flyers to the university community via facebook, Instagram and other CCE Social Media platforms, the university calendar and CCE website.
- Assist with updating the CCE website.
- Work with Student Leaders to design materials specific to their Community Programs and Special Events.
- Utilize design work to recruit Eastern student volunteers.
- Engage with followers on all social media platforms.
- Report on Social Media Analytics.
- Work with and link Community Partners with Eastern graphic design courses to help with their design needs.
- Support the CCE as needed.

### **Qualifications:**

- Currently enrolled part-time or full-time in college
- Pursuing a digital art & design, marketing, public relations, communication, or other related major
- Solid understanding of social media platforms and current trends
- Excellent writing, proofreading, and research skills
- Self-motivated, collaborative with the ability to multitask
- Excellent organizational skills and attention to detail
- Proficiency in Microsoft Office.
- Graphic design experience with experience in Adobe Suite, including Photoshop

**Hours:** 10-hour commitment per week