

Internship *Graphic Design*

Advance Registration Form

Pre-Registration Form

Student Information

Student Name _____

Student ID# _____

Address _____

Phone _____

Semester Internship to be taken: Summer Session 2007

Classification: Junior Senior

Major Courses completed or are currently taking which give appropriate background for internship credit.

ArtGR 275 _____

ArtGR 276 _____

ArtGR 277 _____

ArtGR 370 _____

ArtGR 371 _____

Others _____

Student Signature _____

Date _____

Sponsor Information

Name of Business _____

Address _____

Contact Person _____

Telephone _____

Fax _____

E-mail _____

Web address _____

APPROVAL:

Faculty Internship Advisor

Date

Department Executive Officer

Date

Brief Explanation of Your Duties

This form must be completed and approved before enrolling for the internship credit.

Obtain the signature of the faculty intern advisor and return this form to:

Paula J. Curran, *Graphic Design*
Department of Art and Design
158 College of Design
Iowa State University
Ames, Iowa 50011-3092

Internship *Graphic Design*

Letter of Agreement

The following statements constitute the agreement on which participation in an internship course, ArtGR 480 or ArtGR 490I, is based.

Responsibilities of the Graphic Design Area, Iowa State University
The Graphic Design Program, Department of Art & Design agrees to:

1. Provide the intern with the needed university related instruction and orientation.
2. Provide consultation and coordination service to the participants in the internship program.
3. Approve the student's learning objectives for the internship period.
4. Arrange for monitoring the progress of the intern while on the job. This may be by personal visit, by telephone, or via e-mail.
5. Be responsible for assigning a letter grade at the end of the internship period.

Responsibilities of the Cooperating Sponsor
The sponsor will recognize the student as an intern and agree to:

1. Provide varied job experiences and adequate supervision.
2. Assist the intern in developing a plan of activities and objectives to be enacted during the internship.
3. Allow for monitoring of the internship by the internship faculty advisor or other department representative during the internship period.
4. Complete an evaluation of the intern at mid-term and at the end of the internship period.
5. Agree to retain the student for the period in which he/she is placed, providing the performance is satisfactory.
6. Notify the internship faculty advisor at least two weeks before any action might result in termination or change of intern status.
7. Provide the student with access to information and materials about the structure of the business.

Responsibilities of the Student
After placement the intern agrees to:

1. Register for the internship credit as ArtGR 480 or ArtGR 490 I and pay appropriate university tuition and fees.
2. Abide by the regulations and policies of the sponsor and the university.
3. Satisfy the work performance standards of the sponsor and the academic standards of Iowa State University.
4. Complete all required reports and forms used for evaluation purposes within the appropriate time frame of the term.
5. Complete reports to the faculty internship advisor every two weeks, which will include a daily work log, copies of projects (when available) and assessment as to how learning objectives are being met.
6. Notify the internship faculty advisor prior to any change in intern status which might affect credit.

Placement and Employment Procedures:

The Department of Art & Design, Iowa State University, and the cooperating sponsor agree to observe placement procedures and employment practices which conform to all federal, state and local laws and regulations (including non-discrimination toward any participant or employee because of race, color, religion, sex, veterans status, disability, age or national origin).

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Letter of Agreement

Student

As a student in the Graphic Design Program, Department of Art and Design, Iowa State University, I understand this agreement.

Name

Address

Phone

Date

Faculty

As the Internship Advisor of the Graphic Design Program, Department of Art and Design, Iowa State University, I understand this agreement.

Name Paula J. Curran

Address 158 College of Design
Iowa State University
Ames, IA 50011

Voice 515 294 9942

Fax 515 294-2725

E-mail pjcurran@iastate.edu

Date

Sponsor

As the Sponsor of the Graphic Design Intern, I understand this agreement.

Name

Address

Voice

Fax

E-mail

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Procedures Internship approval must be arranged prior to the work experience. The student must file the ***Pre-Registration Form*** to obtain departmental permission for Internship Credit. This should be submitted to room 158, College of Design prior to beginning the internship.

Prior arrangements also include the signing of the ***Letter of Agreement*** by the internship faculty advisor, the sponsor and the student. The signing of the letter should be completed before the experience begins.

Summer internships are for 3 credits and involve 40 hours per week for 8 weeks. Internships during the school year should have the same number of hours over a 15 week period.

The internship must provide sufficient opportunities for the student to gain in-depth experience in graphic design. The internship must not be work-for-hire, but provide an educational framework for the student. There must be adequate professional supervision and workspace for the intern. During the first week of the internship the student and sponsor will fill out the ***Learning Objectives*** and send them to the faculty internship advisor.

The student must submit a ***Daily Activities Log*** every two weeks; this should include visual materials as well as sketches and notes. The intern must also provide the faculty internship advisor with a ***Final Report*** on the internship. This report should include ***Projects, Time Sheets***, copies of the ***Student Assignments*** and an ***Evaluation of the internship***. The student grade will be based on the internship job performance and the completion of the required materials. The graphic design internship advisor will not be grading the products of an internship but what has been learned from the experience. This will be evaluated by the contents of the ***Final Report***, along with the ***Performance Evaluations*** filled out by the sponsor.

The sponsor and student must abide by the responsibilities outlined in the ***Letter of Agreement***.

Course Information

3 Credits. An Internship is required for all Graphic Design majors not participating in the College of Design Rome Program. The credits are based on an intern working a 40 hour week for 8 weeks for summer internships. Internships during the school year should have the same number of hours over a 15 week period. The intern must be properly supervised, work on the premises of the business and work primarily on design.

Prerequisite

Successful completion of the intern seminar and signatures of the Graphic Design Internship Faculty Advisor and Department Executive Officer on the Advance Registration Form, the semester prior to the internship.

Course Description

Graphic Design experience in a professional environment, on-campus or off-campus.

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Learning Objectives

This form is to be filled out by the student and sponsor the first week of the internship. Complete this form and return it to the faculty internship advisor no later than the end of the first week of the internship. Make a copy of the completed form to use as a reference and to use when completing the Final Report.

Expectations/Learning Objectives

What do you hope to accomplish during your internship experience?
List what you want to be able to do by the end of your internship experience.

Learning Activities

What will you be doing during your internship to accomplish your objectives?
List possible projects and planned experiences.

Evaluation

What evidence from your internship do you anticipate will show that you achieved your learning objectives?

Name

Student ID#

Sponsor

Address

Telephone

Fax

E-mail

Web Address

Faculty Advisor

Student Signature

Date

Sponsor Signature

Date

Internship *Graphic Design*

Mid-Term Evaluation Please return this form by July 6, 2007.

Name _____

Student Number _____

Sponsor _____

To be completed by the sponsor and returned to Paula J. Curran, 158 College of Design, Iowa State University, Ames, IA 50011-3092. This report should be filled out by the student's direct supervisor. Supervisor's ratings will be used to evaluate the student's work performance for academic credit, may serve as a basis for counseling, and become part of the student's academic record.

We encourage you to discuss this report with the student.

		Please circle the appropriate number					
		Excellent	Good	Average	Marginal		
1. Attitude Toward Work	Highly Enthusiastic	4	3	2	1	Not Interested	
2. Ability To Work	Learns Very Quickly	4	3	2	1	Learns Slowly	
3. Student's College Preparation:							
3.1	Knowledge of Design	Well Prepared	4	3	2	1	Inadequate
3.2	Knowledge of Computer Software/Systems	Well Prepared	4	3	2	1	Inadequate
3.3	Knowledge of Photography/Use of Imagery	Well Prepared	4	3	2	1	Inadequate
3.4	Knowledge of Graphic Arts Process	Well Prepared	4	3	2	1	Inadequate
4. Quality of Work	Highly Fulfilled	4	3	2	1	Unfulfilled	
5. Dependability	Completely Dependable	4	3	2	1	Not Reliable	
6. Relations With Co-workers	Outgoing	4	3	2	1	Uncongenial	
7. Reaction To Supervision	Seeks Guidance	4	3	2	1	Fails to Profit	
8. Punctuality	Never Late	4	3	2	1	Usually Late	
9. Appearance	Always Acceptable	4	3	2	1	Rarely Acceptable	
10. Judgment	Very Mature	4	3	2	1	Immature	
11. Quantity of Work	Highly Productive	4	3	2	1	Unproductive	

Internship *Graphic Design*

Mid-Term Evaluation Please return this form by July 6, 2007..

Name **Comments:** Your suggestions for improvement are appreciated.

Student ID #

Sponsor

This report has been discussed
with the student: Yes _____ No _____

The faculty internship advisor has
permission to discuss this report
with the student: Yes _____ No _____

Evaluator
(Direct Supervisor)

Title

Telephone

Date

Personnel Officer or Manager

Student's Signature

Indicates only that student has seen the report

Return the original form to:

Paula J. Curran, Graphic Design Internship Advisor,
Department of Art and Design
158 College of Design
Iowa State University
Ames, Iowa 50011-3092

voice: 515 294-9942

fax: 515 294-2725

e-mail: pjcurran@iastate.edu

You are welcome to make a copy of this report.

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Final Evaluation Please return this form by **August 3, 2007**.

Name _____

Student Number _____

Sponsor _____

To be completed by the sponsor and returned to Paula J. Curran, 158 College of Design, Iowa State University, Ames, IA 50011-3092. This report should be filled out by the student's direct supervisor. Supervisor's ratings will be used to evaluate the student's work performance for academic credit, may serve as a basis for counseling, and become part of the student's academic record.

We encourage you to discuss this report with the student.

		Please circle the appropriate number					
		Excellent	Good	Average	Marginal		
1. Attitude Toward Work	Highly Enthusiastic	4	3	2	1	Not Interested	
2. Ability To Work	Learns Very Quickly	4	3	2	1	Learns Slowly	
3. Student's College Preparation							
3.1	Knowledge of Design	Well Prepared	4	3	2	1	Inadequate
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Final Evaluation

Name **Comments:** Your suggestions for improvement are appreciated.

Student ID #

Sponsor

Has this report been discussed
with the student? Yes _____ No _____

Do you grant the faculty internship advisor
permission to discuss this report
with the student? Yes _____ No _____

Evaluator
(Direct Supervisor)

Title

Telephone

Date

Personnel Officer or Manager

Student's Signature

Indicates only that student has seen the report

Return the original form to:

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fax: 515 294-2725

e-mail: pjcurran@iastate.edu

You are welcome to make a copy of this report.

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Student Assignments

Grading/ Deadlines The grade you receive for your internship is based on the completion of the following assignments and materials.

Daily Activities Log	Sent every two weeks to ISU
Mid-Term Evaluation	Sent by Sponsor by July 6, 2007
Final Evaluation	Sent by Sponsor by August 3, 2007
Final Report	Due on or before September 28, 2007.

Incomplete grades have been issued in the past because the Final Report and sponsor evaluations were not completed by the end of the term. The grade you receive will be a “C” until all the required materials are turned in. When the report is complete with all the assignments and the sponsor has completed the evaluations, the grade will be changed if the materials are worthy. We are trying to evaluate an experience and the more complete your materials are in explaining what you did and what you learned, the clearer the communication.

Daily Activities Log Every two weeks you are required to send or fax a weekly report of your activities, this may be in the form a time sheet, but must also include notations and may include photocopies of work in progress. If sending e-mail attachments, make sure your files are in the form of a multiple page pdf file. Please make sure you compress your files to facilitate transmission.

Final Report The Final Report should be a complete documentation of your summer experience. There are 3 required assignments which must be included. Anything else should be added to clarify and communicate your experience to others. Students have included printed pieces, photocopied roughs (to show process), business forms used on the job, informal photographs of staff, etc. Your evaluation of your experience should be included in the report. Many past interns have used the facilities of the sponsor to design and produce a book that they can use as part of their portfolio. *Make sure you ask your sponsor’s permission before using their facilities for your use.*

Presentation Your Final Report must be printed and bound. In addition, please submit it on a CD, as pdf files.

Student Final Evaluation You may be asked to attend a seminar and present your experience to a group of graphic design students next year.

Your final evaluation of the intern experience is very important. It will inform us if you accomplished your learning objectives, if you learned about the business of design and if you were able to grow and mature as a designer. You should be honest about how your sponsor used you as this will affect future placements at that site. This is information only you can provide. There are really three main areas that you need to address; the physical environment in which you worked, the experience you had and the activities you encountered.

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Student Assignment 1

Profile of the Sponsor The intent of this assignment is to provide the reader with a general description of your host firm, the services it offers, and the design philosophies it embraces.

Include all of the following and anything else which will communicate your experience more clearly:

General Description of the Firm

1. Narrative statement describing the general character of the firm, services offered and philosophy.

2. Photographs/slides documenting various aspects of the firm's physical setting and personnel.

(Photos of you in your office, the conference room, library, other personnel in their offices, etc. Include captions and names.)

3. Listing of Personnel including full names and job titles.

Schematic Description of Office Operations

1. Show a floor plan of the office. Show how a typical job moves from one area to another. We are interested in the space planning of the studio.

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Student Assignment 2

Personnel and Activities The intent of this assignment is to provide the reader with an operational understanding of the organization and responsibilities of the personnel. You should provide an assessment of the responsibilities of the staff members and the way they interact.

Include all of the following and anything else which will communicate your experience more clearly.

- Personnel/Activity*
- 1. All personnel clearly identified. Use photos.**
 - 2. Each persons tasks identified.**
(Photos of you in your office, conference room, library, other personnel in their offices, etc, include captions and names)
 - 3. Include responsibilities such as who is responsible for bringing in new clients, who is responsible for billing, who is assigned the job of quality control.**

- Organizational Chart*
- 1. Visually show the personnel and their relationships to each other. The organizational structure of the office may take many forms. You should analyze the organization and then present the analysis to your sponsor to check for accuracy.**

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Student Assignment 3

Business Procedures The primary intent of this assignment is to provide the reader with procedural description of the business practices of the host. The secondary intent of this assignment is to provide a description of the design methods utilized in solving client related communication problems.

Include all of the following and anything else which will communicate your experience more clearly.

Business Practices **1. Track one job from start to finish. Document each step and the paperworks that must accompany the job. This could include the contract that is signed when the client agrees to terms and the brief that accompanies the job.**

2. Obtain copies of each business form and explain its purpose.

Design Process **1. Track one job from start to finish. Document each step of the design process, include notes of meetings that took place and what was discussed. How are design decisions made and by whom, how does the idea of research relate, be able to document the process. How does the client interact in this process?**

2. Show the process as visually as you are able, if several people are working on the same job, ask to document their sketches and notes. How are presentations held and who is involved, what is shown and what is said ?