

## **ArtGr 480 Internships**

### **What requirements are there for an internship?**

For an internship for credit, you must work under the guidance of another designer, art or creative director, marketing director, or its equivalent. Additionally, the internship must be at least 320 hours in length, which equals 2 months full time, though it can take longer than two months over the summer (due to vacations, holidays, etc). Physically, the internship must be in-house at the place of business. It cannot be a "virtual" internship, or freelance work.

### **How will I be graded?**

The grade you receive for your internship is based on the completion of the following assignments and materials:

- Daily Activities Reports, submitted every two weeks (for a total of 4 reports)
- Mid-Term Evaluation — submitted by your employer. Originals only, please.
- Final Evaluation — submitted by your employer. Originals only, please.
- Final Report, containing the three assignments.

### **Can you tell me more about the assignments?**

The assignments should be a complete documentation of your summer experience. There are three required assignments (detailed in your Internship Packet) that must be included. You may add anything else that clarifies and communicates your experience to others. Perhaps these are further examples of printed pieces or Web site addresses of sites you've created. In the past, students have included printed pieces, photocopied roughs (to show process), business forms used on the job, informal photographs of staff, etc.

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 helped you develop your skills and talent as this will affect future placements at that site; this is information only you can provide. Make sure you have the permission of your sponsor before you do this. The three main areas that you need to address; the physical environment in which you worked, the experience you had, and the activities you encountered, and how worthwhile this internship was to you—see below.

All 3 assignments will be submitted electronically in the form of a .pdf file, as must all reports for the summer.

Additional questions you may answer when writing your final evaluation:

***What have I learned about working as a graphic design professional?***

***What skills have I learned about myself that I can take with me as I complete my Graphic Design Program at ISU?***

***What attributes have I learned about myself that I can take with me when I enter professional practice?***

***Knowing what I now know about my job, what would I have done differently?***

### **Will I be required to give a Presentation of my Internship Experience?**

You may be asked to attend a seminar and present your experience to a group of graphic design students in the upcoming academic year.

**I'm confused about Assignment Three: I didn't have the opportunity to work on a job from beginning to end. How do I go about completing Assignment 3?**

Assignment 3 requires you to show how your sponsoring firm operates with regard to Design Process and Business Practices.

*Business Practices*

If you didn't complete a job from start to finish, see if you can complete this assignment with another job the firm completed. If not, track a job you did in terms of: from whom you got it and where it went after it left your hands. It is important to include any forms that accompany a job. (The forms can be blank, if necessary.) When you take ArtGR 481 (Professional Practices in Graphic Design, Assignment 3 may prove beneficial because you may be required to write and design forms that will help a company track its paper flow.

*Design Process*

It is also important to 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?

**Will you keep my Final Report?**

I may ask to keep a copy of your Final Report for future students. You are not obligated to do so, however, although I would greatly appreciate it. Make sure you keep electronic files.

**What should my assignments look like?**

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. Remember, you are designers. This report book should visually reflect your design, typography, and hand-crafting skills. Some of you have displayed wonderful writing skills, as well. The more polished the report, the better.

Do take care to write and proofread your work. Nothing detracts from a strong design as poor grammar and spelling. PROOFREAD. PROOFREAD. PROOFREAD. HAVE A FRIEND PROOFREAD.

(That said: If you spot any spelling or grammar errors in this message, I apologize in advance; I would appreciate your kindness in letting me know.)

**I understand that, in the past, students have received a "C" grade for this internship. Why is this so and should I expect to earn a "C" as well?**

In the past, the Final Report, sponsor evaluations have not usually been completed by the end of the Summer Session. This is often because some pieces students have been working on have not been printed until later in August. The grade you receive this summer will be a "C" *until all the required materials are turned in. This temporary grade should not affect your GPA. If you have concerns about this, please let me know. The only occasions where the assigned grade may be lower is if the required reports are not being submitted.*

**Will my “C” grade be changed? If so, when?**

As noted in your Internship Packet you received, when your Final Report is complete and turned in and your sponsor has completed the Final Evaluation form, your grade will be changed — according to the worthiness (or unworthiness) of the materials. We are trying to evaluate your experience and the more complete your materials are in explaining what you did and what you learned, the clearer the communication.

**I’ve finished my full eight weeks of working full time but will continue my internship until I return to school. Will I need to continue sending you my Internship Logs?**

If you're continuing your internship past week 8 and have sent the required number of logs for those weeks, you do not need to continue to send logs.

**My sponsor would like me to sign a non-compete clause, should I sign it?**

We would never ever want you to limit your future in terms of where you can work due to your internship experience. This type of clause varies, but is not uncommon in advertising agencies. Typically it describes a geographic area in which you cannot work after leaving a firm, and for how long you may not work in that area. We highly discourage you sign such a clause. If there is any question regarding a situation such as this, please contact your internship coordinator immediately.

**My sponsor would like me to sign a non-disclosure agreement, should I sign it?**

This is not uncommon for businesses that may be rolling out a new product (or identity), it often means you cannot discuss a product or service until a certain time period has elapsed. Be sure to read through the agreement to understand the specifics. Since you must send reports to us, if necessary we'd be happy to sign the NDA as well. Past students have merely renamed firms as “client A” etc, or not included identifying details about that project. Other times, the sponsor has just asked the internship coordinator to not share or show what the student has worked on. We are happy to work with you and your internship sponsors if something along these lines should come up, please keep us informed and talk to your sponsor.