

Iowa State University *Internship Guide*

Summer 2020*

Graphic design experience in an off-campus professional environment.

Internship minimum requirements are:**

- ▶ at least 320 hours;
- ▶ on-site;***
- ▶ for a full-time designer, creative director, or similar.

Please consult the Internship Advisor if you have questions.

* See attached addendum in regard to COVID19

** If it meets these requirements, you and your internship sponsor should fill these forms out.

*** Waived for Spring 2020, Summer 2020 due to COVID19.

In Brief

**These forms are essentially your syllabus for an internship
(ArtGr 480/ArtGr 490i)**

They spell out responsibilities and expectations for you and your sponsor.

Basically the requirement for the internship is that you document the story of your internship experience from beginning to end in three ways:



Reports every 80 hours (two weeks)



Two Projects: one project documenting general business setup & practices, and one documenting a large or typical project from beginning to end, including a summary statement.



Evaluations from your sponsor on progress at midterm (160 hours) and at the end of your internship (320 hours).

Registration Form

Fill out this form, as well as register for ArtGr 480 (Summer Internship) or ArtgGr 490i (school year internship), then e-mail to the graphic design internship advisor: Paul Bruski (bruski@iastate.edu)

Student Name

ISU e-mail address

Signature

As a student in the Graphic Design Program, Iowa State University, I understand the agreements.

The below is to be completed by sponsor

Sponsor Information

Name of Business

Address

Contact Person

Telephone

E-mail

Website

Brief explanation of your duties

Sponsor Signature

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

Responsibilities

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

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.

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 faculty intern supervisor 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 Graphic Design Area

The Graphic Design Area 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.

Placement and Employment Procedures

The Graphic Design Program, 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).

Learning Objectives

Fill out this form during the first week of the internship,
then upload to the course on Canvas

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.

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 learn-
ing objectives?

Student Signature

Sponsor Signature

The Details

Internship Procedures

An internship for credit must meet the Minimum Requirements, and the Registration Form must be completed before the internship can begin.

Summer internships are for 3 credits and generally involve 40 hours per week for 8 weeks (320 hours). School Year Internships should have the same number of hours, though the time span is typically two semesters (students would be issued a temporary grade based on work completed at that point for the first semester, and a final grade through a “Grade Change” once complete).

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 or “virtual,” but provide an educational framework for the student. There must be adequate on-site professional supervision and work-space for the intern (the exception potentially being during Summer 2020). 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 an Activities Report every two weeks (80 hours); this should include visual materials as well as sketches, notes, time sheets or hours worked, examples of work in a clear and well designed format. Additionally, students must complete Two Projects (see the end of this document). 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 based on the documents a student provides. This will be evaluated by the contents of the Two Projects, Activity Reports along with the Performance Evaluations filled out by the sponsor.

Course Information

3 Credits. An Internship is required for all Graphic Design majors not participating in the College of Design Rome Program or Study Abroad. The credits are based on an intern generally working a 40 hour week for 8 weeks for summer internships. Internships during the school year should have the same number of hours. The intern must be properly supervised, work on the premises of the business (except Summer 2020) and work primarily on design work.

Prerequisite

Completion of the Registration Form; Internship minimum requirements are: at least 320 hours; on-site (except Summer 2020); for a full-time designer, creative director, or similar.

Course Description

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

Assignments

Grading/ Deadlines

All these course materials will be found on Canvas, all projects will be submitted via Canvas as well, except where noted.

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

Activities Report Every 2 weeks (80 hours)

Project 1 Mid-Term

Project 2 At Completion of Internship

Mid-Term Evaluation Midway (160 hours)

Final Evaluation At Completion of Internship

Incomplete grades have been issued in the past because the Projects and/or sponsor evaluations were not completed by the end of the term. The grade you receive will be a "C" or Incomplete 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.

Activities Report

A report of your activities, this will include: a time sheet (or hours), notations and scans of work in progress, final pieces, etc. For this attachment, make sure your files are in the form of a singular multiple page .pdf file named in this manner: LASTNAME.report#.pdf Please make sure files are compressed to facilitate transmission and 5MB or less.

Projects (next page)

Together the projects create a complete documentation of your summer experience. There are 2 required projects, anything else should be added to clarify and communicate your experience to others. Students should include scans of printed pieces, rough designs (to show process), sketches, business forms used on the job, informal photographs of staff, etc.

Your evaluation of your experience should be included in the projects. These projects must be submitted in the form of a singular multiple page .pdf file named in this manner: LASTNAME.project#.pdf Please make sure files are compressed to facilitate transmission, and 5MB or less.

Student Final Assessment

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.

Project 1

Midway through internship

Provide the reader with a general description of your host firm, the services it offers, and the design philosophies it embraces. Provide 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. At a minimum include:

Description of the Firm

Narrative Statement describing the general character of the firm, services offered and philosophy; **Photographs** documenting various aspects of the firm's physical setting and personnel. (Photos of you in your office, the conference room, library, and when possible other personnel in their offices, etc. Include captions and names.); **Listing of Personnel** including full names and job titles, with all relevant personnel clearly identified, and each person's tasks identified. Use photos when possible. (Photos of you in your office, conference room, library, other personnel in their offices, etc, include captions and names) 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** showing 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; **Schematic Description of Office Operations** showing 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.

Project 2

Completion of internship

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

Track one job from start to finish Document each step and the paperwork 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. **Obtain copies of each relevant business form and explain its purpose.**

Design Process

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? **Process** As visually as you are able, document sketches, roughs, presentations and notes.

Student Final Assessment

This last section is a summary statement that reflects on the totality of your internship experience. Refer back to your original Learning Objectives. Did you meet them? Explain why they were or were not attained and provide specific examples. Inevitably you learned a great deal that you had not anticipated at the outset, please describe them, and again provide examples. Review your Activities Reports as they may provide some examples as well.

Mid-term Evaluation

Please return this form midway through the internship e-mail to bruski@iastate.edu

Student's Name

To be completed by the sponsor and e-mailed to Paul R. Bruski (bruski@iastate.edu). 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 check the appropriate number
Excellent Good Average Marginal

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

Suggestions for improvement

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

Student's Signature Indicates only that student has seen the report

Sponsor Name

Sponsor Signature

Final Evaluation

Please return this form upon completion of the internship e-mail to bruski@iastate.edu

Student's Name

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