

# Graduate Internship Course Information

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## ART 697. Internship

Arranged. Credit 1 to 6, repeatable, maximum of 6.

*Prerequisite: Graduate classification and written approval of supervising instructor on required form in advance of semester of enrollment.*

Supervised experience with a cooperating sponsor. Offered on a satisfactory-fail basis only.

## ART H 586. Internship

Arranged. Credit 1 to 6, repeatable, maximum of 6.

*Prerequisite: Graduate classification and written approval of supervising instructor on required form in advance of semester of enrollment.*

Supervised experience with a cooperating sponsor. Offered on a satisfactory-fail basis only.

## Internship Guidelines

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1. Internships which award academic credit must be arranged prior to the work experience. The student must file the Advance Registration Form for Obtaining Department Permission for Internship Credit. This should be submitted with appropriate signatures to the AVC Academic Advisor Erin Quinn (office 293) the semester prior to the planned internship.  
Prior arrangements also include the signing of an Internship Letter of Agreement by the internship faculty advisor (or other appropriate program representative), the prospective sponsor and the student. **If at all possible, this paperwork should be handled the semester prior to the semester or summer of the internship experience.**
2. The duration of the internship must at a minimum be consistent with the number of credits to be awarded. For students participating in an internship or cooperative experience fall semester or spring semester (16 weeks) during which time they are not enrolled in other courses and are working equivalent to full time employment (40 hour week), 6 credits may be awarded. Most summer internships will be scheduled for 3 credits (8 weeks, 40 hour week).  
For local internships taken in conjunction with other coursework taken during a given semester, credit will be equated to the hours of a typical studio course. For 3 credits, the student must spend a minimum of 9 to 10 hours per week on the internship experience. For 2 credits, the student must spend a minimum of 6 to 8 hours per week on the internship experience.
3. The internship must provide sufficient opportunities for the student to gain in-depth experience in the area in which he or she is majoring. Prior to the start of the internship, the student, with the help of the sponsor, must plan and make available to the internship faculty advisor, a list of Internship Learning Objectives.
4. The student must submit a Daily Work Log, a Student Internship Report, and any other assignments stipulated by the internship faculty advisor before academic credit will be awarded. Grading will be handled on a satisfactory-fail basis. For summer internship experiences in which the time period is shortened, an incomplete grade may be given if documents are not available for review prior to grades being due to the Registrar's Office.
5. The sponsor and student must abide by the responsibilities outlined in the Internship Letter of Agreement.

# Internship Letter of Agreement

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The following statements constitute the agreement on which participation in an internship course in the College of Design is based:

## Placement and Employment Procedures

The College of 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, veteran's status, disability, age or national origin).

## Responsibilities of the College of Design, Iowa State University

The College of Design agrees to:

1. Provide the intern with the needed university related instruction and orientation.
2. Provide consultation and coordination service to participates in the internship program
3. Approve the student's learning objectives for the internship period.
4. Arrange appointments for on-the-job visits with the intern and the job supervisor if appropriate and reasonable.
5. Be responsible for assigning a satisfactory or failing grade at the end of the internship period.

## Responsibilities of the student

After placement, the intern agrees to:

1. Register for the internship credit as ART H 497 or ART 497 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 semester or summer term.
5. Notify the internship faculty advisor prior to any change in intern status which might affect internship credit.

**As a student in the College of Design, Iowa State University, I understand this agreement.**

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Name (print)

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Curriculum and Year

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Signature

Date

**As a representative of the College of Design, I understand this agreement.**

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Name of Faculty Internship Advisor (print)

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Area

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Signature

Date

**As a sponsor or representative of \_\_\_\_\_ I understand this agreement.**  
**(Cooperating Organization)**

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Name (print)

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Title

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Mailing Address/Zip

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Telephone Number

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Signature

Date

# Internship Learning Objectives

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To the student planning an internship for credit: Take this form to your interview with your cooperating sponsor and use in setting up your internship experience. (See Item 3 [Internship Guidelines](#)). **This completed form should be returned to your program internship faculty advisor no later than two weeks into the internship.** Use a second sheet or the back of this form if necessary. Make a copy of these [Internship Learning Objectives](#) for your own reference and use when completing your [Student Internship Report](#) at the end of the internship.

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

ART H 586  ART 697

Credit (circle):      1      2      3      4      5      6

ISU Term (circle)      Summer      Fall      Spring      20\_\_\_\_\_

Internship Faculty Advisor at ISU: \_\_\_\_\_

1. 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?

2. Learning Activities:

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

3. Evaluation:

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

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Student Signature

Date

# Internship Sponsor's Mid-Term Evaluation

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Please return by : \_\_\_\_\_ Please return to : \_\_\_\_\_

(Student: Please fill in the above date to correspond with the date midterm grades are due at ISU the semester/summer you are enrolled in this internship. Fill in information above the bold line below and give to your internship supervisor for completion, asking that this form be mailed to arrive at the above address prior to the above date.)

Student: \_\_\_\_\_ ID # \_\_\_\_\_

Sponsor: \_\_\_\_\_

ISU Term: \_\_\_\_\_ Internship Faculty Advisor: \_\_\_\_\_

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**To be completed by the sponsor and returned to the above address.** 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 a part of the student's University record. We encourage you to discuss this evaluation with the student.

Please circle the appropriate number.

	Excellent		Average		Unsatisfactory
1. Enthusiasm for the internship experience	5	4	3	2	1
2. Ability to communicate ideas effectively	5	4	3	2	1
3. Demonstration of initiative	5	4	3	2	1
4. Adaptability/accommodation of changes	5	4	3	2	1
5. Interpersonal skills with peers/clients	5	4	3	2	1
6. Reception to feedback	5	4	3	2	1
7. Professionalism and punctuality	5	4	3	2	1
8. Problem solving skills	5	4	3	2	1
9. Ability to follow through with tasks	5	4	3	2	1
10. Overall performance	5	4	3	2	1

Comments: (If the student needs counseling at this point, your suggestions as to areas in which improvement is needed would be helpful).

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This report has been discussed with the student:  Yes  No

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

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Evaluator (Direct Supervisor)

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Title

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Telephone Number

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Date

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Personnel Officer or Manager

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Student Signature (Signature indicates ONLY that the student has seen the report)

Please return the signed original form to the Internship Faculty Advisor.

# Internship Sponsor's Final Evaluation

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Please return by : \_\_\_\_\_ Please return to : \_\_\_\_\_

(Student: Please fill in the above date to correspond with the date final grades are due at ISU the semester/summer you are enrolled in this internship. Fill in information above the bold line below and give to your internship supervisor for completion, asking that this form be mailed to arrive at the above address prior to the above date.)

Student: \_\_\_\_\_ ID # \_\_\_\_\_

Sponsor: \_\_\_\_\_

ISU Term: \_\_\_\_\_ Internship Faculty Advisor: \_\_\_\_\_

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**To be completed by the sponsor and returned to the above address.** 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 a part of the student's University record. We encourage you to discuss this evaluation with the student.

Please circle the appropriate number.

	Excellent		Average		Unsatisfactory
1. Enthusiasm for the internship experience	5	4	3	2	1
2. Ability to communicate ideas effectively	5	4	3	2	1
3. Demonstration of initiative	5	4	3	2	1
4. Adaptability/accommodation of changes	5	4	3	2	1
5. Interpersonal skills with peers/clients	5	4	3	2	1
6. Reception to feedback	5	4	3	2	1
7. Professionalism and punctuality	5	4	3	2	1
8. Problem solving skills	5	4	3	2	1
9. Ability to follow through with tasks	5	4	3	2	1
10. Overall performance	5	4	3	2	1

Comments:

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This report has been discussed with the student:  Yes  No

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

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Evaluator (Direct Supervisor)

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Title

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Telephone Number

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Date

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Personnel Officer or Manager

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Student Signature (Signature indicates ONLY that the student has seen the report)

Please return the signed original form to the Internship Faculty Advisor.



# Student Internship Report

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In addition to the Daily work Log required for academic credit, a report using the following format must be submitted at the conclusion of the internship. **This report should be typed, double spaced, and carefully checked for accurate spelling and grammar.** Most importantly, each point should be addressed. The number of pages in the report is not nearly as important as the content, but it should be at least five pages. This report, along with the Internship Sponsor's Mid-Term Evaluation and Internship Sponsor's Final Evaluation will be used by your internship faculty advisor to assess your academic and work performance for academic credit.

## Background of the organization (museum/gallery/studio/firm/artist/designer etc.)

1. Describe the history of the organization, size, location, and future plans for development. (Employer literature will be helpful for this and subsequent sections.) If working with an individual, describe his/her studio or workplace and artistic background.
2. Administrative and/or organizational structure
3. If applicable, the place of the division in which you worked in light of the overall structure of the company.
  - a. Description of the division
  - b. Organization of the division

## Your Internship Assignment

1. Description of your work and how it fits into the division and/or company/organization as a whole.
2. Indication of whether the learning objectives you set for yourself prior to the internship have been met. Why or why not.
3. Indication of several significant learning experiences you have had on the internship, with some expansion on each.

Example: I have learned that I have the ability to organize my workload for the most efficient production. (Explain)

I have learned that one of my weaknesses is that I do not handle incompetence on the part of my co-workers very well. (Explain)
4. Evaluation of your work experience in terms of previous academic courses (preparation) and the influence it may have on future academic planning.
5. Evaluation of your work experience in terms of career development. Indicate the positive and negative aspects of the internship assignment, particularly in relation to your interests, training, and career plans.

# Student Evaluation of the Internship Experience

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Student's Name: \_\_\_\_\_ ISU# \_\_\_\_\_

ART H 586  ART 697

Term/Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Placement Site: \_\_\_\_\_

Internship Faculty Advisor at ISU: \_\_\_\_\_

## Evaluation of Your Internship Placement

Please circle the appropriate number.

	Excellent		Average		Unsatisfactory
1. Safe and respectful work environment	5	4	3	2	1
2. Interpersonal relations of organization members	5	4	3	2	1
3. Interpersonal relations with peers/clients	5	4	3	2	1
4. Provided clear work expectations/goals	5	4	3	2	1
5. Adequate direction from supervisor(s)	5	4	3	2	1
6. Quantity of skills and training gained	5	4	3	2	1
7. Quality of skills and training gained	5	4	3	2	1
8. Amount of availability of supervisor(s)	5	4	3	2	1
9. Quantity of constructive feedback	5	4	3	2	1
10. Overall satisfaction with the experience	5	4	3	2	1

Additional comments about the internship experience:

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Return this form and the Internship Report and Daily Work Log to your internship faculty advisor at the end of the term.