

Internship *Graphic Design*

Advance Registration Form

Pre-Registration Form

Student Name

Student Signature

Student ID#

Date

Address

Phone

Semester Internship to be taken:

Classification:

Junior Senior

Major courses completed or are currently taking which give appropriate background for internship credit. Prerequisites may be postponed at the internship coordinators discretion.

ArtGR 275 _____

ArtGR 276 _____

ArtGR 277 _____

ArtGR 370 _____

ArtGR 371 _____

Others _____

Sponsor Information

Name of Business

Address

Contact Person

Telephone

Fax

E-mail

Web address

Approval

Faculty Internship Advisor

Date

Department Executive Officer

Date

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:

*Paul R. Bruski or Paula Curran
Graphic Design Program
146 College of Design
Iowa State University
Ames, Iowa 50011-3092*

*Brief Explanation
of the Sponsor's Duties*

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 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.

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 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 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).

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Letter of Agreement

Student

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

Signature

Name

Address

Voice

Fax

E-mail

Date

Faculty

As the intern advisor of the Graphic Design Program, Iowa State University, I understand this agreement.

Name

Address

Voice

Fax

E-mail

Date

Sponsor

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

Signature

Name

Address

Voice

Fax

E-mail

Date

— or —

Name

Address

Voice

Fax

E-mail

Date

Paula Curran

**146 College of Design
Iowa State University
Ames, IA 50011**

515 294-9942

515 294-2725

pjcurran@iastate.edu

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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 your sections internship coordinator 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 generally involve 40 hours per week for 8 weeks (320 hours). Internships during the school year should have the same number of hours.

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 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 an ***Activities Report*** every two weeks; 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.

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 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 and work primarily on design.

Prerequisite

Successful completion of the intern seminar and signatures of the Graphic Design Internship Coordinator 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 Project 3.

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

Internship *Graphic Design*

Mid-Term Evaluation Please return this form midway through the internship, no later than Friday, June 27, 2014. This form must be sent directly from the sponsor (via mail, fax or e-mail).

Student Name

Student ID#

Sponsor Name

To be completed by the sponsor and returned to Paul R. Bruski or Paula Curran, 146 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	

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Mid-Term Evaluation *Please Return this form midway through the internship but no later than Friday, June 27, 2014.*

Name 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:

—or—

Paul R. Bruski
Graphic Design Program
146 College of Design
Iowa State University
Ames, Iowa 50011-3092

Paula Curran
Graphic Design Program
146 College of Design
Iowa State University
Ames, Iowa 50011-3092

voice: 515 294-5635

voice: 515 294-9942

fax: 515 294-2725

fax: 515 294-2725

e-mail: bruski@iastate.edu

e-mail: pjcurran@iastate.edu

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Final Evaluation Please return this form upon internship completion.
 This form must be sent directly from the sponsor (via mail, fax or e-mail).

Student Name

Student ID#

Sponsor Name

To be completed by the sponsor and returned to Paul R. Bruski or Paula Curran, 146 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
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11.	Quantity of Work	Highly Productive	4	3	2	1	Unproductive

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Final Evaluation

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:

Paul R. Bruski
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146 College of Design
Iowa State University
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voice: 515 294-5635
fax: 515 294-2725
e-mail: bruski@iastate.edu

—or—

Paula Curran
Graphic Design Program
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voice: 515 294-9942
fax: 515 294-2725
e-mail: pjcurran@iastate.edu

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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.

Activities Report	Sent every 80 hours (2weeks) to ISU via e-mail
Mid-Term Evaluation	Due Friday, June 27 or midway.
Final Evaluation	Due Friday, August 1 or at completion.
Project #1	Due Friday, June 27
Project #2	Due Friday, July 25

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” 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 Every 2 weeks you are required to send (e-mail, CyBox or Blackboard), 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 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.

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

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.

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Student Project 1 Due Friday, June 27, 2014 or 1/2 through internship

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. 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.

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, with all relevant personnel clearly identified, and each persons 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

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.

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 Project 2 **Due Friday, July 25, 2014 or near internship end**

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 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.**

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 ?

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.