

University of North Dakota
Department of Art & Design

Graphic Design ✚ New Art Media

Graphic Design Internship (Art 481)

Agreement

GRAPHIC DESIGN + NewArtMedia
Graphic Design Internship (Art 481) Agreement

Prerequisites: Art 114 Visual Persuasion, Art 273 Graphic Design Foundations, Art 480 Advanced Graphic Design. Senior standing and instructor consent. Supervised work experience in graphic design. Plan submitted by student and approved in advance by faculty and on-site supervisor. Final report, portfolio of work produced during internship, and employee evaluation required.

Student's name: _____ ID# _____ Today's date _____
Student's address: _____ Phone # _____
Student's e-mail address: _____
Semester/year of Internship: Fall ____ Spring ____ Summer ____ Year ____
Credits: 3 Course #: Art 481 Call # _____ (for semester taken)

Place of Internship: _____

Address _____

Internship Supervisor _____ Supervisor's Title _____

Supervisor's Phone # _____ Supervisor's e-mail _____

Title of Internship (job title) _____ Total # hours student plans to work each week _____

Detailed Job/Internship Description:

The undersigned have read and agreed to the conditions:

Student _____ Date _____
Internship Supervisor _____ Date _____
UND Professor of Record _____ Date _____

Internship Guidelines

Eligibility and Prerequisites

The Art & Design Department's Graphic Design and New Art Media Internship in Graphic Design offers students work in a professional setting. Eligible students must be seniors, admitted to the BFA program and have completed Art 114 Visual Persuasion, Art 273 Graphic Design Foundations and taken Advanced Graphic Design (Art 480) at least once.

The Internship Coordinator must approve the Internship before students may enroll in the Internship course, and before the student may begin the Internship. Students cannot work in a position and then apply for academic credit later. The experience must first be approved by the Internship Coordinator.

Supervision

All internships must be professionally supervised for a student to receive credit.

Academic Credits

Work time should total 192 hours a semester for the assigned three credits. Work schedules should be arranged between the intern and her/his supervisor.

Example:

The Graphic Design Internship course is three credits. This would require 192 hours of work, which for a 16-week semester would be 12 hours per week.

The student must be registered for the internship during the period in which the internship is served.

Attendance

Students enrolled in an internship are required to communicate their progress to their professor during the semester. A minimum of three face-to-face meetings or e-mails should take place during the course of the semester (at the beginning, middle and towards the end of the internship). Interns are expected to conduct themselves professionally when on the job, including being on time, meeting deadlines and communicating with their supervisors regarding missing work, or any other issues that may arise.

Work and Pay

An intern may or may not be paid, depending on the sponsor of the internship. Students shouldn't hesitate to ask prospective sponsors about payment or reimbursement for on-the-job expenses. While paid internships are preferred, the experience available may be with a non-profit organization or be of such future professional value that the student agrees to work for the experience only.

Most internship sponsors require a letter/resume outlining the student's background and career goals, as well as work samples (a portfolio) and named references.

Availability

A variety of national, state and local internships are usually available. Internships will be arranged independently by students. However, the Internship Coordinator will assist the student in identifying possible internship opportunities. Internships are often available at advertising agencies or studios, PR firms, newspapers, university departments, corporate businesses, government agencies, and non-profit organizations, among others. Many of these positions are very competitive. Most will require an interview and presentation of your portfolio of design work.

Preparation

Students can best prepare for internships by getting professional experience as early as possible. Working in the advertising/graphics department of the *Dakota Student*, the graphics division of Studio One, Sign & Design at the Memorial Union, involvement with student professional groups, the Art & Design Department's student organizations, and creating your own promotional pieces will all speak to your readiness to work in a professional environment.

Sponsor Responsibilities

The goal of the internship requirement for the BFA in Graphic Design and New Art Media is to increase students' knowledge of the field through supervised on-the-job experience. Sponsors are expected to work with the student towards improving over-all professional skills and not to view the intern as cheap extra help or office staff.

Conditions of the internship must be established before a student reports to the sponsor to begin work. These include a detailed job description, supervisory arrangements, whether a car is needed, the length of the internship, the number of hours a week the intern is expected to be on the job, and the qualifications required.

The Internship Coordinator will visit, call or write the sponsor and the student at the midpoint of the internship. This contact is intended to ensure that both sponsor and student are working to achieve the goals of the program. If there are problems, every attempt will be made to resolve them.

At the end of the Internship, the sponsor is asked to fill out a form, or write a letter and send it to the Internship Coordinator in order to assess the student's performance. This form will be placed in the student's academic file. Factors considered are professional skills, accuracy, creativity, dependability and initiative.

Completing an Internship

Interns must write a report of no fewer than 6 double-spaced, computer-generated pages and it must be turned in, along with a portfolio of design work the student completed (or collaborated with) for the organization, by the last day that classes meet for the semester.

The report should indicate the kind of work done and should assess the value—or non-value—of the experience. Specific examples and incidents should be mentioned, linking them to concepts learned in UND coursework you've taken. These examples should include highlights and low points, advantages and disadvantages you've experienced. The paper may be written in first person, but it should demonstrate solid academic writing, i.e., integration of thought, structured organization, careful proofreading and editing.

Additional questions the Intern will want to answer in detail in the final report:

- Did your supervisor(s) provide learning opportunities or make an effort to train you?
- Were you satisfied with the variety and nature of experiences of your internship?
- Would you recommend this company or organization be retained as a participant in our internship program?

Note: Interns will find the report much easier to write if they keep a journal during the internship experience. The intern must keep a copy of the report. The report and the portfolio submitted to the Professor of Record becomes part of the student's personal academic file.

We do not send a copy of the intern's report to the sponsor and encourage the intern to write frankly of his or her experience.

Grading

Grades will be given by the Professor of Record, taking into consideration the student's evaluation by their on-site supervisor

UND Art & Design Department
 Graphic Design Internship
Internship Supervisor Evaluation Report

This evaluation report must be received by the Internship Coordinator before a grade can be given

To the Intern's Supervisor:

Please complete this evaluation report or write a letter on the work this student has done for you in fulfillment of the internship. The student's grade cannot be posted until this form has been returned.

Thank you for your cooperation and your willingness to provide our students with work-place experience.

Return to:

UND Art & Design Department, Lucy Ganje, Graphic Design Internship Coordinator, Campus Stop 7099, Grand Forks, ND 58202 or email lucy.ganje@und.edu

Name of Student _____

Evaluator _____ Company/Organization _____

Please indicate your evaluation of the intern on the following traits:

5 = outstanding | 4 = very good | 3 = average | 2 = below average | 1= poor | NA = not applicable

	1	2	3	4	5	NA
Ability to learn						
Ability to communicate						
Ability to organize						
Ability to work with others						
Ability to work independently						
Ability to work under pressure						
Ability to contribute to organization						
Understanding of organization procedures						
Acceptance and constructive use of criticism						
Promise of success in profession						
Promptness						
Maturity						
Interest in job						

What do you consider the intern's most significant strengths?

How do you feel the intern could improve her/his job performance?

Hypothetically, if your firm had an opening for a person with the background of this intern would you hire him/her?

Yes_____. No_____. Why?

Please provide an evaluation of the intern's overall performance. On a scale of 1-5, considering:

1 = poor | 2 = below average | 3 = average | 4 = very good | 5= outstanding

What number would you give the intern? _____.

Do you have any suggestions for improvement of our internship experience?

Thank you.

We appreciate the opportunity you've provided for our students as they prepare for careers in graphic design and new media.