

On Campus

Design Internship APPLICATION

ART &
DESIGN
DEPARTMENT
IGNITE CREATIVE PASSION

(6 credit graded internship)

JOB TITLE: Production Lab Assistant Intern

JOB DESCRIPTION:

- Looking for a student that is very organized and self-directed to assist running the Graphic Design lab
- Paid position (must be qualified for Work studies) 8-10 hours/week
- Non-paid position 5 hours/week
- Prefer student who is in Freshman or Sophomore status
- Must be able to commit to the work schedule, which starts a week before school start and ends a week after the final exam.
- Some experience with digital equipment is preferred but not required as training will be provided

DESIRED QUALIFICATIONS:

- Punctual/Organized
Successfully uses actual calendar to organize self.
- Responsible/Reliable
Follows through on commitments.
- Old-fashioned work ethic
Will do real work without whining for little reward.
- Friendly/Patience
A people person and is able to work and help students on daily basis.
- Resourceful/Self-directed:
*Enjoys gathering helpful tidbits for self and others.
Able to run the lab with very little input from the supervisor or manager.
Show initiative and the ability to organize oneself.*
- Critically faithful:
You can keep loyalties and still think for yourself.
- Techy
Have great interest and enthusiastic with technology, especially design production equipment.
- Help student using the design production equipment. It includes but not limited to: sublimation printing, laser printing, inkjet printing, large format printing, 3D prototyping, button making, etc.
- Maintain at least two regular fixed lab hours to tutoring and assisting students in the Lab
- Upkeep the Graphic Design lab. It includes organizing the library, managing GD supplies, cleaning, maintaining GD production equipment, etc.
- Assist Gallery Graphic Design Interns in the design productions for Watkins gallery shows
- Assist Graphic Design Professor on Art classes related tasks (lab hours calculation, weekly attendance, etc.)
- Manage and maintain production equipment (Digital press, letter press, large format printer, laser engraver, 3D printers, adhesive machine, etc)
- Manage and setup RIP (Raster Image Processor) software
- Manage, maintain and configure Fiery Command Workstation, Printing management software
- Manage the Design Library resources
- Manage and organize the inventory of production supplies
- Manage and organize the inventory of production tools

APPLICATION:

Please submit the following:

- Most recent resume
 - Latest DARS or transcript
- Optional: Recommendation letter

DUTY INCLUDES:

- Manage inventory database
- Order supply

**Winona State University,
Art & Design Department, Watkins 204
175 West Mark Street, Winona MN 55987**
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APPLICATION PROCESS:

Prepare the following documents as a single PDF:

- cover letter (one page explanation of your interest)
- resume (one page)
- portfolio (minimum of three projects & maximum of sixteen images)

Be sure your materials are saved as a single PDF, no bigger than 20MB.

Name your file using this convention:

2016Spr_Intern_GalleryDesign_LastnameFirstname.pdf

Name the subject of your email: Production Lab Design Intern Application

Submit materials to cmah@winona.edu

Interviews with viable candidates may be arranged following application deadline.

Decision will be announced via email to applicants

1) FILLING THE PAPER WORK

- Complete the attached Design Internship Form or download the form from <http://www.winona.edu/DesignInternshipForm.pdf>
- Complete the WSU Internship Art 433 form (obtain the form from Warrior Hub)

2) DURING THE INTERNSHIP

- Develop a daily journal. Include the number of hour you work and what you do each day
- Keep all the design revision, drafts, production and final work

3) CONCLUDING THE INTERNSHIP

Arrange an end of internship interview with the on-site supervisor with Graphic Design Internship Evaluation Form and ask the supervisor to return it to the Internship Coordinator.

Internship Evaluation form can be downloaded from <http://www.winona.edu/art/GD/DesignInternshipEvaluationForm.pdf>

4) WRITING THE INTERNSHIP REPORT

After the completion of the internship, develop an internship report based on the following guideline:

- Develop the report in InDesign Booklet size 8.25" x 5.25"
- Include the following section
 - Content page
 - Portfolio
 - Daily Journal: Organized your journal by day and week. Make sure you list your daily hour and task
 - Reflection Statement: A written reflection and self-evaluation of the experience
- Download the InDesign template from <http://www.winona.edu/art/GD/InternshipReportSample1.zip>
- Print a hard copy and bind the booklet
- Export the InDesign document to a digital pdf file.

5) FINALIZING THE INTERNSHIP

- Submit the internship report in both a hard and digital copy
- Arrange an end of internship interview with the on-site supervisor with Graphic Design Internship Coordinator

Questions should be directed to cmah@winona.edu

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On Campus Design Internship CONTRACT

ART &
DESIGN
DEPARTMENT
Winona State

Student information

Last Name _____ First Name _____
City _____ State _____ Zip _____
Phone _____ Email _____
Semester & Year _____ Credits Completed _____ CGPA _____

Campus Internship Coordinator ChunLok Mah Title Associate Professor
Phone # 5394 E-mail cmah@winona.edu
Faculty Advisor _____
(if different from Internship Coordinator)

Internship information:

Internship Title: Lab Assistant
No. Internship Credits: 3

On-Site Supervisor Name ChunLok Mah
Department Art & Design Department Title Associate Professor
Phone # 5394 E-Mail cmah@winona.edu

Evaluation Procedures

• Specify time frame for submission of Internship report: _____

Signatures

Intern _____ Date _____

On-Site Supervisor _____ Date _____
ChunLok Mah

Campus Internship Coordinator _____ Date _____
ChunLok Mah