On Campus

Design**Internship**
APPLICATION

(6 credit <u>graded</u> internship)

JOB TITLE: Production Lab Manager Intern

JOB DESCRIPTION:
- Looking for a student that is very organized and self-directed to assist running the Graphic Design lab
- Worked as a Lab Assistant for at least one year.
- Paid position (must be qualified for Work studies) At least 8-10 hours/week
- Non-paid position At least 5 hours/week
- Prefer student who is in Junior or Senior 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.

APPLICATION:
Please submit the following:
- Most recent resume
- Latest DARS or transcript
Optional: Recommendation letter

DUTY INCLUDES:
- Manage inventory database
- Order supply

- 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

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

Published: Wednesday, July 30, 2015

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
DesignInternship
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: Design Lan Manager _____
No. Internship Credits: _____

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