

Off Campus Design Internship GUIDELINES

(3-6 Pass/No credits internship)

ART &
DESIGN
DEPARTMENT
IGNITE CREATIVE PASSION

PURPOSE

Design Majors are required to earn academic credit for practical, on the job experiences in a professional setting. The credits earned count toward your degree. Design Program Internships are expected to be directly involved in the production of Design materials or Design related task. It is an opportunity to apply theoretical concepts learned in the classroom to practical challenges encountered in a professional setting under the direction of an on-site supervisor and the Department's Internship Coordinator. The internship experience enhances skills, develops professional contacts and relationships and provides new perspectives on the profession. It increases your understanding of what it takes to succeed in the work environment. An internship is also an opportunity for academic growth. The internship is placed in an academic perspective through a creative or research project that grows out of the work experience.

This handbook is intended as a guide through the process of obtaining and completing an internship for academic credit. Following are the step to complete an internship

1) INTERNSHIP ELIGIBILITY REQUIREMENTS

Internship eligibility is verified by the Internship Coordinator. Have documentation of fulfilled requirements available. Before an internship is approved, the following minimum requirements must be met:

- Accepted into the Design Programs (not to be confused with declared Design Major)
- Have an overall grade-point average of 2.5 or higher at the time of enrollment in an internship
- Achieve junior class standing (65 semester hours) and complete at least one of the following mid-level design classes:
 - Art 260 Print Design
 - Art 265 Packaging Design
 - Art 360 New Media Design

2) SECURING AN INTERNSHIP SITE

The intern is expected to find and arrange an internship site. Suggestions for possible site, or procedures, for locating sites are available from the department's Internship Coordinator, or from faculty advisors. Lists of companies that have used WSU interns in the past is also available for review. Remember, it is the responsibility of the student to locate and arrange the internship. The process of finding an internship is similar to the search for a job.

The intern needs to obtain an official offer letter (contract) from the internship site with the following information.

- The Offer letter needs to have the official letter head with the company name and logo

- Job description
- Hour of work expected each week
- Duration of the internship
- Supervisor (onsite coordinator) contact information, name, signature and company address.

3) OBTAINING APPROVAL FROM ADVISOR

Make an appointment with the Campus Internship Coordinator (Prof. Mah). Make sure you bring the offer letter.

4) FILLING THE PAPER WORK

- Decide the internship credit hour. An internship may be arranged for one to three credits each time. One semester hour credit is awarded for every 30-clock hours spend on the job. A total of three credits is required for Graphic Design Major and six credits is for I-Design Major for graduation
- Complete the Art & Design Internship Form <http://www.winona.edu/InternshipForm.html>
- Complete the WSU Internship Application Obtain the form from Warrior Hub
- Submit the Art & Design Internship form, WSU Internship Application, and internship offer letter to the Campus Internship Coordinator.
- *Graphic Design major is required to complete minimum 3 credit hours of internship (Apprenticeship or Service intern)*
- *I-Design major is required to complete two types of internship (6 credit hours total): 3 credit hours of Apprenticeship Internship and 3 credit hours of Service Internship.*

5) DURING THE INTERNSHIP

- Develop an on-site 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
- Note: You must complete at least 30 hours of work for each credit

6) 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/InternshipEvaluation.pdf>

7) 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.

8) 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

Design ^{Off Campus} Internship CHECKLIST

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- ___ 1. Pick up WSU Internship Application in the Registrar's Office and Art & Design Internship form
- ___ 2. Meet with faculty advisor or Internship Coordinator to discuss possible internship sites, internship requirements, and registration deadlines.
- ___ 3. Complete arrangements with the internship site. This process is similar to applying for and securing a job.
- ___ 4. Complete all forms required by the department and the university. Secure the Internship contract BEFORE submitting the forms to Campus Internship Coordinator.
 - ___ Department Internship Contract with Description of Internship Duties is to be completed by Intern and On-site Supervisor.
 - ___ WSU Internship Application Form
- ___ 5. Register at the appropriate time. At registration window only. No web registration allowed.
- ___ 6. Keeping a systematic recording of your daily journal and design work
- ___ 7. 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.
- ___ 8. Submit appropriate documentation and report as outline in the Internship Contract.
- ___ 9. Arrange a meeting with your Campus Internship Coordinator to finalize your internship

An internship which extends beyond the end of the academic term in which the credit was registered for will automatically be given an Incomplete until all required work has been completed. There is no deadline for the completion of Internship work.

Design ^{Off Campus} Internship CONTRACT

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Student information

Last Name _____ First Name _____

Address: _____

Personal address while working at the internship site

City _____ State _____ Zip _____

Phone _____ Email _____

Semester & Year _____ Credits Completed _____ CGPA _____

Campus Internship Coordinator _____ Title _____

Phone _____ E-mail _____

Faculty Advisor (if different from Campus Internship Coordinator) _____

No. Internship Credits (30 hours of works/credit) _____

Types of internship (completed by faculty advisor): Apprenticeship ____ Service ____

Internship site information:

Internship Title _____ Is this a paid Internship? Yes No

On-Site Supervisor: _____ First Name _____

Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Description of Internship Duties

Attached an official offer letter from the internship site

Evaluation Procedures

- Specify time frame for submission of report: _____
- Specify time frame for conferences with Campus Internship Coordinator: _____

On-Site Supervisors Responsibilities

- Submit final written evaluation of intern to Art Department.
- Meet on a regular basis with the intern to discuss the progress during the internship.
- Contact Internship Coordinator if problems arise.

Signatures

Intern _____ Date _____

On-Site Supervisor _____ Date _____

Campus Internship Coordinator _____ Date _____