

MCC-PV Graphic Design Program
GDES 290 – Graphic Design Internship

Pre-Enrollment Form

Student Name: (print)	(signature)	
Student ID#:		
Best means of contact:	<input type="checkbox"/> cell ph: _____ <input type="checkbox"/> hm ph: _____ <input type="checkbox"/> email: _____	
Semester of Internship:	<input type="checkbox"/> Summer: (year)_____ <input type="checkbox"/> Fall: (year)_____ <input type="checkbox"/> Spring: (year)_____	
Have you completed Art260-Graphic Design II? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, are you currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Approved: _____ Denied: _____

Faculty Internship Advisor:

Date: _____

This form must be completed and approved before enrolling for the internship credit.

Obtain the signature of the faculty intern advisor / Program Coordinator and return this form to:

Darlene Town–Program Coordinator
MCC-Penn Valley / Art Department
3201 Southwest Trafficway
Kansas City, MO 64111

Sponsor Information

Business Name: (print)	
Street Address:	
City:	
State:	
Contact Person:	
Their phone no.:	
Their fax no.:	
Their email address:	
Business website:	

Below, provide a brief description of your duties as an intern (job description according to sponsor):

Letter of Agreement

Placement and Employment Procedures

The Graphic Design program in the Art Department of Metropolitan Community College–Penn Valley, 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, sexual orientation, or national origin).

The following statements constitute the agreement on which participation in an internship course, GDES290 (ART265) is based.

The Graphic Design program facilitators at MCC-PV agrees to:

1. Provide the intern with the needed academic-related instruction and orientation.
2. Provide consultation 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.

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 one week 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/intern after placement/acceptance:

1. Register for the internship credit in GDES290 (ART265) 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 MCC-Penn Valley.
4. Complete all required reports and forms used for evaluation purposes within the appropriate time frame of the term.
5. Complete Journal 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.

Letter of Agreement *(continued)*

Student

As a student In the Graphic Design Program of Metropolitan Community College–Penn Valley, I understand this agreement.

Signature

Name (print)

Date

Street Address

Address 2

City, State

E-mail

Phone

Faculty

As the intern advisor of the Graphic Design program of Metropolitan Community College–Penn Valley, I understand this agreement.

Darlene Town

Art Department
CA206A
MCC-Penn Valley
3201 Southwest Trafficway
Kansas City, MO 64111

Office: 816.604.4757
Fax: 816.759.4606

Email: Darlene.Town@mcckc.edu

Date: _____

Sponsor

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

Signature

Name (print)

Date

Street Address

Address 2

City, State

E-mail

Phone

Procedures and Requirements

For an internship for credit, you must work under the guidance of another designer, art or creative director, marketing director, or its equivalent. Additionally, you must be able to work at least 15 hours/30 hours at the sponsoring employer location. Physically, the internship must be in-house at the place of business. It cannot be a "virtual" internship, or freelance work. Summer internships require 30 hours per week for 7 weeks and internships during the school year require 15 hours per week for 15 weeks to receive 3 credits.

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 to the Program Coordinator prior to enrolling or 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 within the first week of the start of the internship.

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 frame-work 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/Program Coordinator.

The student must submit an **Activities Journal** 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 a Final Presentation. 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 Activity Journals, the Performance Evaluations filled out by the sponsor, and Final Presentation.

The sponsor and student must abide by the responsibilities outlined in the **Letter of Agreement**.

Student Assignments

The grade you receive for your internship is based on the completion of the following assignments and materials. Here is the schedule of deadlines:

Prerequisite

Successful completion of GDES210 (ART260) – Graphic Design II, or concurrent enrollment; and signatures of the Internship Coordinator/Program Coordinator on the Pre-Enrollment Form at least one week prior to the internship beginning.

Course Description

Students will learn job-searching skills and gain real world experience with the opportunity to utilize learned graphic design skills. The experience will involve duties associated with entry-level graphic design.

Activities Journal	Sent every 2 weeks, via e-mail to faculty intern advisor
Mid-Term Evaluation	Due 4 th week in Summer; 8 th week Fall/Spring
Final Evaluation	Due 8 th week in Summer; 15 th week Fall/Spring
Final Presentation	Due last week of semester, to be scheduled with faculty intern advisor

Incomplete grades have may be issued if the student assignments and/ or sponsor evaluations were not completed by the end of the term. The grade you receive will be an “I” until all the required materials are turned in. By the end of the following semester, that “I” will convert to an “F” if materials are still not completed.

Activities Journal

Every two weeks you are required to send via e-mail, a report of your activities, this will include a time sheet (or hours), but must also include notations and scans of work in progress. For this attachment, make sure your files are in the form of a singular multiple page PDF file named in this manner: **FirstnameLastname-Journal#.pdf** [where # is the number of entry, i.e., 1,2,3,4,...]

Include the following in your first Journal submission:

Track one job from start to finish. Document each step and the **paperwork** that must accompany the job. This could include the contract (if available) that is signed when the client agrees to terms and the brief that accompanies the job.

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? 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?

Final Presentation

A written report (Final Presentation) that documents your internship experience is required at the end of the semester. It can include anything that clarifies and communicates your experience to others. Examples might be: examples of printed pieces or Web site addresses of sites you’ve created, photocopied roughs (to show design process), business forms used on the job, informal photographs of staff, etc.

Your final evaluation/presentation 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 helped you develop your skills and talent.

The main areas that you need to address; who does your sponsoring employer serve (types of clientele and projects), the environment in which you worked, the experience you had, and the activities you encountered, and how worthwhile this internship was to you. Reflect back on the original Learning Objectives and discuss them as well as how/if they were met. Review your Activities Journal for details.

Additional questions you may answer when writing your final evaluation:

- What have I learned about working as a graphic design professional?
- What new skills have I learned through this experience?
- What have I learned about myself that I can take with me as I complete the Graphic Design program?
- What have I learned about myself that I can take with me when I enter professional practice?
- After completing this internship, what advice would I give to other students pursuing an internship in Graphic Design?

Include the full Design Process for an assignment you were given by your sponsor. 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?

The Final Presentation should be a single PDF file with all supporting content (imagery, samples, etc.) contained within that single document.

It can be constructed in Adobe InDesign (with Facing Pages turned OFF) with multiple pages, then Export as a PDF (making sure to save your working .indd file for yourself to edit); or it can be constructed in MS Word with multiple pages and saved as a PDF (again, making sure you save a .doc/.docx version for yourself to edit).

Remember, you are a designer. It helps to create a document that is laid out well, like a brochure or book. It should visually reflect your design, typography, and image-editing skills. You might consider getting the document printed and bound to include in your portfolio.

Do take care in the grammar and proofread your work. Nothing detracts from a strong design as poor grammar and spelling. **PROOFREAD. PROOFREAD. PROOFREAD.** Have someone else proofread it, too.

The file name should follow this convention: **FirstnameLastname-InternPres.pdf**

[The file names for the Daily Journals should follow this convention:

FirstnameLastname-journal#.pdf (where # is the number of entry, i.e., 1,2,3,4,...)]

See the **QA** document for other answers to questions that may arise, and don't hesitate to ask your faculty intern advisor/Program Coordinator if you have questions.

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 Evaluations and the intern's Final Presentation.

Student Name:

Student ID#:

Phone:

E-mail:

Sponsor:

Phone:

E-mail:

Faculty Advisor Approval: _____

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. You might include some of the following: self-promotion, professional behavior, skills as a graphic designer in the workplace, technical competence (deadlines, objectives, etc.).

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?