

**Division of Graphic Design**

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# Internship Program

*2015-2016*

## ARTD 4890 Course Prerequisites

## FOR ADVISOR & STUDENT

Thank you for your interest in pursuing an internship for credit via ARTD 4890, *Graphic Design Internship*. This course is offered to afford Graphic Design majors the opportunity to obtain practical, high-quality real-world field experience, directly related to the professional discipline of graphic design. This course is required within the Graphic Design Program. It is repeatable at no more than three credit hours at a time, for up to six (6) total credit hours, with all credit hours applicable towards your BFA in Required Graphic Design Studio Area of your checksheet. Please keep in mind that taking this course is a privilege one must earn, by 1) meeting certain academic criteria, and 2) obtaining the approval of Graphic Design Internship Advisor, provided the internship is approved for credit. Lastly, understand that taking this course by no means equates to automatic credit being awarded. ARTD 4890 is a S/U (Satisfactory/Unsatisfactory; also known as "Pass/Fail") course. If, at the end of your internship, the internship advisor determines that you did not fulfill the course's minimum requirements, you will be assigned an Unsatisfactory (U) letter grade, resulting in no academic credit being awarded.

Please review the following preliminary internship eligibility requirements before submitting an application. All prospective interns must:

**1) Be of Junior (60+ hours) or Senior (90+ hours) standing within the University, and be in good academic standing (not on academic warning or probation); transfer students must have taken, completed and passed at least one 3000- or 4000-level ARTD studio course in the Graphic Design Program at BGSU, regardless of overall class standing,**

*and...*

**2) Be fully-accepted into the Graphic Design Program by virtue of having passed the School of Art BFA Portfolio Entrance Review and the Division of Graphic Design Portfolio Review,**

*and...*

**3) Have completed and passed, or been awarded transfer credit for, ARTD 3010, *Intermediate Graphic Design* and ARTD 3050, *Graphic Design Processes and Procedures*...**

*and...*

**4) Be able to work a minimum of eight (8), but not more than sixteen (16), hours per week during a Fall or Spring semester; or on a full- or part-time basis during the summer break. In order to satisfy the internship requirements for three (3) credits, a minimum total of 225 hours of internship experience must be completed. This total-hour amount equates to approximately 15 hours per week during a normal 15-week semester (15 × 15 = 225).**

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**NOTE:** *If you are considering an internship during your Fall or Spring semester, please be aware that each hour of contact time in class equals a minimum of two hours of homework/study. In other words, for every ARTx studio that you take (meeting for 5 hours per week), 10 hours of homework/study is expected. Fully consider this time requirement as you tally your total hours per week. A full 15-credit load (typically five 3-credit classes) could take upwards of 18-25 hours of in-class time per week, in addition to 30 hours of expected homework/study. Adding an internship that requires more than 16 hours per week of on-site contact time has the potential to severely interfere with your other courses, and vice versa. For this reason, the Division highly recommends that you consider a summer internship.*

## ARTD 4890 Course Registration Procedure

## FOR ADVISOR & STUDENT

The following steps must be followed, in outlined sequence, to successfully complete the registration process for an internship. *It is your responsibility to complete all required paperwork, meet with all required individuals, obtain all required signatures, and meet all program application deadlines.*

### Step 1

Meet with your assigned advisor to discuss your eligibility for an internship (see "ARTD 4890 Course Prerequisites" form). If you do...

### Step 2

Review either posted internship opportunities (internet, newspaper, etc.) or Division pre-approved opportunities, available in the Division Chair's office. *Most, if not all, internships will be approved for three (3) credits, which requires a minimum of 225 on-site contact hours. Back-to-back internships at the same location are infrequently approved, as are internships for more than three credits.* If any internship(s) look appealing...

### Step 3

*Every site and site mentor(s) must be approved by the Division in order to conduct BGSUGD internships!* Sites are approved in multiple ways: a) the site is pre-approved and still in its three year eligibility window, b) the internship site fills out and submits an "Internship Site Application" to the Division for eligibility review, or c) the BGUSGD Internship Coordinator (Division Chair) has approved the site and site mentor(s) directly.

### Step 4

Once you know that a site is approved, you may proceed with pursuing the internship for credit. Prepare a portfolio of current design work, a personalized cover letter to each location of interest, and an up-to-date and well-designed résumé, in consultation with your assigned Faculty Advisor. Apply to one or more internships, following each internship site's requirements and guidelines (which may vary from site to site). **NOTE: you will save both their time and yours by reviewing the site eligibility criteria listed on the form. In most cases, it will be immediately clear whether or not the site will be eligible.** Once you have identified, or been accepted by, an internship site...

### Step 5

Complete an "ARTD 4890 Internship Contract" form in full, and be sure to include a "Summary of Anticipated Internship Experience" form as well, to be completed in collaboration with your internship site mentor(s) (further details on form). Review all completed forms with your advisor. They will be submitted to the Internship Coordinator (Division Chair) for final approval.

### Step 6

Once the Internship Coordinator (Division Chair) approves your internship and confirms that all paperwork has been completed, fill out a "Permission to Register." Submit this form to an Administrative Secretary in the School of Art Main Office for processing.

### Step 7

Immediately contact your site mentor(s) to let them know that your internship with them has been approved. At this point, it might be a good idea to set up a meeting time with your mentor(s), prior to the beginning of your internship, to go over any details or items that may require preparation on your part.

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**THE DEADLINE FOR COMPLETING ALL PAPERWORK IS THE END OF THE 11th WEEK OF THE SEMESTER PRIOR TO YOUR INTERNSHIP. NO EXCEPTIONS OR EXTENSIONS WILL BE GIVEN! SEE DIVISION CALENDAR FOR EXACT DEADLINE DATES!**

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*NOTE: Those pursuing an internship during the summer break may register for the course during the following Fall semester, rather than pay summer tuition. That said, summer internship must still be approved and monitored over the summer. **Internship credit will not be awarded "after the fact," under any circumstances.***

## Student Guide To Internships

### FOR PROSPECTIVE INTERNS

Internships aren't exactly a job; they aren't exactly a classroom. They're something in between. Think of internships as a two-way street—an active, forward-moving experience with a defined beginning and endpoint. Along the way, both interns and employers have something to gain from—as well as give to—the experience. You become exposed to the pace and flow of the workplace, gain an understanding of how things get done and develop your skills in a real-world forum. Companies can scout out promising talent, while getting needed assistance with design, production and office duties with no strings attached—all with the knowledge that they're giving something back to the design community in turn.

#### THE BENEFITS OF INTERNING

*Why are internships valuable?* An internship will provide you with something no academic environment can: hands-on, you-are-there, in-the-thick-of-it experience. You'll be both observer and participant. You'll see what really goes on day-to-day in a design agency environment, and you'll contribute in a real way to a company's ongoing operations. Beyond that, an internship will make you a more desirable candidate on the job market, provide you with valuable contacts who can help you find opportunities down the road and, in some cases, help you add to your portfolio with actual examples for real-world clients.

*What should I hope to receive from an internship program?* Each person's idea of the perfect internship will vary, but fundamentally, it's an opportunity to get a different kind of experience from the one you're getting on campus. Approach an internship with an open mind, but before you start interviewing, think about what kinds of things you want to do and accomplish—work with more experienced designers, get a feel for the business side of design, obtain credits toward graduation, spend more time with computers or add professional pieces to your portfolio.

#### TIMING

*How long does an internship last?* Typically, from three to six months. Some companies offer fixed internship periods that never vary, while others are willing to be flexible. In general, full-time internships are three to four months long; part-time internships—which allow you to continue taking classes—may last longer.

*When is the best time to intern?* During your junior or senior year of school is ideal. Most companies will not hire interns before they've reached their junior year. While it's possible to intern after graduation, most students want to use their time in the field to help count towards their graduation requirements.

*Can I decide when and how much I'll work? Will I have to work overtime?* It depends on the company. Some will want to be able to count on you for a set schedule of hours; others may not need that kind of commitment. Make any limitations on your part known up front and be sure to ask about a prospective employer's expectations.

*Can I continue going to school at the same time?* If you're interning part time, you can probably continue to take classes part time as well. But to get the most out of your internship, don't overload yourself with too many responsibilities at once.

*Should I try to intern during the school year or during the summer?* There is no "best" time to intern; internships are generally available year-round, so it just depends on what your goals and priorities are. Summer internships, if you're not attending classes, can be more intensive, especially if you're able to work full time. Spring and fall tend to be the busiest times for design businesses, but that's not always the case. Identify the time slot that best suits your overall timetable and go from there.

## Student Guide To Internships *(continued)*

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*How far in advance should I start looking for an internship?* Give yourself at least six months for the researching and interviewing process. So, for example, if you're looking to intern June through August, identify your objectives and potential companies in February, send your portfolio and schedule interviews in March, and make a final decision in April.

### COMPENSATION AND CREDIT

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*Are internships typically paid or unpaid? How much?* Most, but not all, internships offer some form of compensation. While learning is the primary objective of any internship, most employers recognize that it is helpful if there is some level of compensation to help defray the cost of tuition and living expenses. The amount varies depending on the number of hours you'll be working and the sponsoring firm's resources. An hourly rate of \$10 to \$20 an hour is typical, or monthly stipends of anywhere from \$500 to \$1,000 or more at some large firms.

*How important is the money?* The concept of being paid is more important than the amount. By paying interns, an employer demonstrates a respect for the real work that the intern will accomplish. By the same token, money isn't the reason you're interning. Think of any compensation not as a "salary," but as a bonus that you can use to offset tuition for credits or other expenses.

*Is the money negotiable?* Generally not, though some expenses or perks, like a paid parking spot or access to the company computers, may be.

*What about benefits?* Interns are not employees in a legal sense, and are, by definition, temporary workers. Traditional employee benefits like health plans and 401k plans are not available to interns.

*What tax and legal issues should I be aware of?* You will need to claim internship compensation on your individual tax return, as you would any other income.

### Application Process and Portfolio

*What do prospective employers look for in a portfolio?* Most employers will look for a well-rounded portfolio that shows how you've approached a variety of assignments. Include pieces that demonstrate problem-solving abilities, creative execution and your proficiency with various media including, but not limited to, computer skills. You may also want to supplement your portfolio with a resumé detailing classwork, seminars or workshops, personal projects and any outside experience you may have, including jobs you've held or projects you've designed for a neighborhood business, for example.

*What if I don't have actual printed examples? Is it okay to use class projects?* Absolutely. Potential employers know that most students won't have actual produced work in their portfolios. Classwork is an equally valid way to show your efforts. Provide a brief description of the assignment, how you approached the project and why you feel the result was successful.

*How should my portfolio be organized?* Neatness counts. Whatever else your portfolio is, it should be easy to access and well crafted. Organizing by subject is logical and showcases your experience while providing contrast. Remember, you may not be there to explain each piece, so make it simple for a prospective employer to grasp your unique qualities and strengths on their own. Annotating each item or group of items is helpful.

*Should I send a portfolio with my application?* Companies with established internship programs usually specify exactly what they want to see and when; typically, portfolios are called for during a specific time period. Some companies may request nonreturnable samples (these could be photographs of your work) in advance of a full portfolio review, so you may want to prepare for this ahead of time and keep such samples on hand. If you're in doubt, call and ask.

## Student Guide To Internships *(continued)*

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*How many places should I apply to?* It's just like applying for school or a job. If you really want an internship, apply for as many as interest you; you'll have a better chance of landing one. Of course, do your homework up front, and don't waste time applying to a company where you don't think you'd want to work.

### STRUCTURE AND RESPONSIBILITIES

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*Will I get to do design work? What other kinds of work will I do?* The answer depends on a lot of things, some of which not even your prospective employer can say for sure, including size of the company, current workload and the schedules of other employees. Still, most design internships do offer some hands-on design projects, lots of production work and a wide variety of miscellaneous tasks, from answering the phone to trafficking jobs to sweeping the floor. Most employers will see that you get to do a number of different things, though you should certainly ask this question when interviewing.

*Will I have any control over the things I'll be asked to do?* As an intern, you're jumping into the middle of an existing design business and participating in whatever the company is involved in doing—so you should expect to blend in and participate in whatever way you're asked. But it's important to talk about what you'll be doing at the interview stage. By discussing the nature of the work up-front, you should be able to circumvent any big surprises later. Of course, if what's asked of you differs substantially from what was presented, you should talk with your supervisor or faculty advisor.

### EXPECTATIONS

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*Which is better: a large company or a smaller one?* It's pomegranates and guavas. Large companies can offer experiences that a smaller company simply can't match—and vice versa. For pros and cons, ask your adviser and talk to anyone you know who's interned. Some quick guidelines:

larger companies often have larger, more visible clients, bigger budgets and better computer systems; however, they also tend to put interns in a niche, and it's harder to stand out or find a mentor. Smaller companies typically offer a more personal environment and a wider range of experiences, but are often subject to inconsistent work schedules—crazy one week, slow the next—and fewer resources.

*What if I don't like the internship once I've started?* It's always an adjustment, and rarely easy, to step into a new work environment without at least a few surprises and/or misgivings. Give it a fair chance and remember, it won't last forever. In fact, it will be over all too soon. If you really find the situation difficult, determine what makes it that way for you, and talk to your supervisor or school adviser about changing it. Most situations can be worked out to the satisfaction of everyone involved.

*Will I be offered a job at the end?* Not all internships lead to a job offer, but many do. Internships are set up to be temporary, and even if your employer finds you to be a gift from the design gods, it's unlikely that the end of your term would correspond with the exact moment the company felt it needed to hire an additional employee. Then again, many companies like to use internships as a "try-out" period and do go on to hire successful interns after graduation. Think of the internship as great experience and a valuable connection to the larger design world, not as a means to an end in itself.

*Can I ask for recommendations from my internship boss?* If things went well, by all means ask for recommendations. Word of mouth, as they say, is the best form of advertising, and a few well-chosen words from an enthusiastic employer will sell you far more convincingly than any resume or portfolio ever could.

## Student Guide To Internships *(continued)*

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### **FINDING AN INTERNSHIP**

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*How do I find out about internships in my area?*

Contact information for approved internships is in a binder in the computer lab (room 1030). Beyond that, AIGA, and even local libraries are all great places to network. Many design firm and agency websites have job listings or internship bulletin boards. Finally, if there's somewhere you want to intern, and you haven't seen them listed anywhere else, call them. Most people will be happy to talk to you with a little advance notice, and just because they don't have an intern program in place doesn't mean they're not interested. Maybe they're just too busy—a perfect reason to hire an intern. Like you.

*How do I make the first contact?* Firms with established programs also have established guidelines: follow them. For others, a phone call to the human resources person or office administrator will usually tell you what you need to know about next steps.

*(These questions and answers are courtesy of AIGA Minnesota with modifications by the Internship Advisor.)*

## Internship Site Application Procedure

### FOR PROSPECTIVE INTERNSHIP SITES

On behalf of the School of Art's Division of Graphic Design at BGSU, I want to thank you for your interest in our Graphic Design Internship Program. If you would like to participate in our program as an internship site, or you would like to update the information you currently have on file with us, please complete and return the "Internship Site Application" form included with this guide (if you no longer wish to be listed as an internship site, please call or e-mail the Division Chair directly so your information can be removed from our database). This form serves as an information gathering document about your organization (a separate contract of responsibility between your organization and the Division of Graphic Design follows once a student has secured an internship at your location). Upon receipt of this form, the Program Coordinator (Division Chair) will contact you directly to review your application and determine final eligibility. Decisions on eligibility are made by a consensus of all full-time Divisional faculty and can not be disputed. If you are found to not be eligible, you will be informed as to the reason(s) why, and will be permitted to reapply the following year.

Please review the following preliminary internship site eligibility requirements before submitting an application. All internship sites must:

- 1) Be an established (five-plus years) graphic design firm (print and/or web), advertising agency, design/brand consultancy, sheetfed and/or web printer, television station, publisher (magazine, books, etc.), newspaper, or fully-staffed in-house design department within an organization.**
- 2) Be able to provide dedicated (duration of internship) mentorship and supervision by at least one experienced graphic designer (i.e. significant professional graphic design achievement, eight-plus years in the profes-**

**sion, and/or holding a professional, accredited degree: BA, BS, BFA, MA, and/or MFA in Graphic Design or Visual Communication). This mentor must be able to fulfill all supervisory requirements, including participation in requested in-progress reporting via phone conversations with the intern's academic advisor, dedicating personal contact time with the intern, and completing an end-of-experience report on the intern (to be used in final review of the intern's eligibility for their requested course credit).**

- 3) Be able to provide a minimum of 225 hours of internship experience to each accepted intern over the course of their internship semester.**

*For new applicants, please include 8–20 samples of recent design work (Mac CD/DVD) and/or e-mail the URL of your company or in-house online portfolio.*

By participating in BGSUGD's internship program, you benefit from the creative talents and enthusiastic energy of our dedicated, talented, and maturing graphic design students. In turn, we ask that your organization provide each intern with practical experience in the design workplace, strong mentoring, and a selfless donation of wisdom, advice, education and time. Although not a requirement of the program, the Division encourages organizations to offer some level of direct or indirect compensation, to help offset those costs associated with commuting, parking, meals, and professional office attire.

As a matter of background regarding student eligibility, to participate in our internship program, a student must be a fully-accepted BFA Graphic Design major (passed the Division's Sophomore Portfolio Review) of Junior or Senior standing within the University, and have completed ARTD 3010, *Intermedi-*

*(continued)*



## Internship Site Application Procedure *(continued)*

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ate *Graphic Design*, and ARTD 3050, *Graphic Design Processes and Procedures* (i.e. the approximate midway point of the program). Transfer students must have completed at least one full semester in the program—regardless of class standing—prior to applying for an internship for credit.

Students are expected to attend their internship on an average of sixteen (16) hours per week during a typical 15-week Spring or Fall semester, or on a full- or part-time basis during their summer break, in order to earn three (3) Graphic Design Program credits (in special cases, an internship may be approved for up to six (6) credits). In order to satisfy the internship requirements for three credits, a minimum total of 225 hours of internship experience must be completed. This total-hour amount equates to approximately 15 hours per week during a normal 15-week semester.

It is important to state that—for all intents and purposes—you will be acting as an off-site adjunct instructor within our Program, and that your daily contact with our students will have a profound impact on their studies, and growth and maturation as a designer. Please understand the significance of this undertaking by dedicating the proper amount time and resources necessary to provide the highest quality internship experience possible. In addi-

tion, please note that at no time should a student intern be treated as a part-time employee. Internships can, and should, include some form of hands-on experience, but they should not be exclusively work related. If it is discovered and determined that a site has “hired” temporary labor via our internship program, that site’s internship site eligibility will be immediately revoked, with no chance for future internship opportunities via our program.

The Division would be pleased to answer any questions you may have about our Graphic Design Internship Program that were not addressed here. Again, we thank you for your interest and appreciate your support for our program and its students. You are an integral part of the high-quality education that they receive—an intense education, taught by faculty dedicated to offering the best education in design possible, and culminating in the conference of the professional, and NASAD\* accredited *BFA in Graphic Design* degree.

Regards,

Lori Young  
*Chair, Division of Graphic Design  
Internship Program Coordinator*

419.372.7763  
lyoung@bgsu.edu

\* NASAD is an association of approximately 248 schools of art and design, primarily at the collegiate level, but also including pre-collegiate and community schools for the visual arts disciplines. It is the national accrediting agency for art and design and art and design-related disciplines. For more information, please visit: <http://nasad.arts-accredit.org/>

## Internship Requirements

## FOR ADVISOR, INTERN, AND SITE MENTOR

The following requirements must be fulfilled over the course of your internship. *It is your responsibility to complete all required paperwork, meet with all required individuals, obtain all required signatures, and meet all program deadlines.*

### **Requirement 1: Weekly Timesheets**

You are responsible for completing weekly time sheets, regardless of whether or not your internship site utilizes them (if they do not, please use the one provided in this guide). Each timesheet must be signed by your internship site mentor. **Submit your week-long timesheet to your faculty advisor (PDF's are acceptable) in a timely fashion, preferably the Monday following the end of each recorded week.** NOTE: You are required to complete a minimum of 75 contact hours per credit hour attempted (three credits = 225 hours).

### **Requirement 2: Progress Updates**

The Faculty Internship Advisor may be making periodic contact with your on-site internship mentor, in order to obtain first-hand reports on your progress. These checks may occur weekly, biweekly, or monthly, at the Faculty Internship Advisor's discretion. These periodic "check-ups" will become part of your final Internship Evaluation Report, along with your timesheets. The advisor will coordinate these in-progress updates directly with your mentor. Please make sure that the advisor has current and preferred contact information for your mentor on file during the entire duration of your internship.

### **Requirement 3: End-of-Internship Reports**

Towards the conclusion of your internship, you will be required to write a "Student Evaluation of Internship" report. In addition, your internship site mentor is required to complete the "Site Mentor Evaluation of Intern" report included in this guide.

### **Requirement 4: Work Presentation**

At the conclusion of your internship, you are required to meet with the Faculty Internship Advisor to submit both required reports (see *Requirement 3*, above), as well as present a portfolio of work completed during your internship. Include finished work, work in progress, and/or preliminary sketches and comp's in your portfolio. In addition, please hand in a CD/DVD of print-quality PDF's of completed internship design work).

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**THE DEADLINE FOR COMPLETING ALL PAPERWORK IS ONE WEEK PRIOR TO THE EXAM WEEK OF YOUR CURRENT INTERNSHIP SEMESTER, OR IF YOU TOOK A SUMMER INTERNSHIP, THE THIRD WEEK OF THE SUBSEQUENT FALL SEMESTER. NO EXCEPTIONS OR EXTENSIONS WILL BE GIVEN!**

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**SUMMER INTERNSHIPS THAT WILL BE APPLIED FOR FALL CREDIT MUST HAVE ALL PAPERWORK SUBMITTED ON THE SECOND WEEK BEFORE THE FALL SEMESTER! THIS IS VERY IMPORTANT! FAILURE TO MEET THIS DEADLINE MAY ENDANGER STUDENT FINANCIAL AID!!!!!!!**



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## Internship Site Application

**FOR PROSPECTIVE INTERNSHIP SITES**

**This form serves as an information gathering document about your organization (a separate contract of responsibility between your organization and the Division of Graphic Design follows once a student has secured an internship at your location). Upon receipt of this form, the Division will contact you directly to review your application and determine final eligibility. Decisions on eligibility are made by a consensus of all full-time Divisional faculty and can not be disputed. If you are found to not be eligible, you will be informed as to the reason(s) why, and will be permitted to reapply the following year. Complete all sections of this form and submit to the contact address listed. PLEASE TYPE OR PRINT CLEARLY, OR USE THE PDF FORM FIELDS.**

### Internship Site Information

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Primary E-mail: \_\_\_\_\_

Internship Site Mentor: \_\_\_\_\_ Title: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Type of Organization: (select one) *Design Firm* *Advertising Agency* *Consultancy* *Printer*  
*TV Station* *Publisher* *Newspaper* *In-House* *Other:* \_\_\_\_\_

Brief Description of Business: \_\_\_\_\_

\_\_\_\_\_

### Internship Information

Anticipated Internship Semester(s): (select all terms offered) *Fall* *Spring* *Summer*

Fixed Internship Period? (mm/dd–mm/dd): \_\_\_\_\_ Number of Interns Per Semester: \_\_\_\_\_

Anticipated Average Hours At Site Per Week: \_\_\_\_\_ Anticipated Pay Rate (if offered): \_\_\_\_\_

Benefits (if offered): \_\_\_\_\_

### Required Signature

***This is to indicate our intent to participate in the BGSU School of Art, Division of Graphic Design Internship Program. We agree to support and abide by the Program's goals and to fulfill all requirements outlined in the document "Internship Requirements." We understand that this application does not necessarily constitute acceptance into the Program, and that decisions regarding eligibility are final and can not be disputed. If we are found to not be eligible as an internship site, we understand that we may reapply again next year.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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ARTD 4890 Internship Contract **FOR ADVISOR, INTERN, AND SITE MENTOR**

**INTERN: Complete all sections of this form, acquire the necessary signatures, complete your "Summary of Anticipated Internship Experience" (see following page), and submit both to your Faculty Internship Advisor by the 11th week of the semester prior to your intended internship. PLEASE TYPE OR PRINT CLEARLY, OR USE THE PDF FORM FIELDS.**

**Student Intern Information**

Name: \_\_\_\_\_ BGSU ID#: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Advisor Name: \_\_\_\_\_ Advisor E-mail: \_\_\_\_\_  
Advisor Phone: \_\_\_\_\_

**Internship Site Information** *(all sites must be pre-approved via "Internship Site Application" form)*

Site Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Mentor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Internship Information**

Internship Semester: (select one) *Fall Spring Summer* Number of Internship Credits: \_\_\_\_\_  
Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_  
Anticipated Average Hours At Site Per Week: \_\_\_\_\_ Pay Rate (if applicable): \_\_\_\_\_

**Required Signatures**

***This is to indicate our collective agreement to participate in the BGSU School of Art, Division of Graphic Design Internship Program. We agree to support and abide by the Program's goals, the attached "Summary of Anticipated Internship Experience," and to fulfill all requirements outlined in the document "Internship Requirements."***

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_  
Site Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
GD Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_







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## Student Evaluation of Internship

FOR INTERN

**Thank you for participating in the Division of Graphic Design Internship Program. One of the last step in your internship experience is the completion of the following evaluation report. In order to assess the quality of our internship program, as well as our curriculum overall, we are asking that you take the time to complete this form and forward it to your Faculty Internship Advisor. PLEASE TYPE OR PRINT CLEARLY, OR USE THE PDF FORM FIELDS!**

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Site Mentor: \_\_\_\_\_

### Completion of Assignments

Adequate time was given to complete assignments.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Quality of Work

You were given opportunities to produce work of professional quality.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Technical Knowledge

You were given opportunities to learn the tools and procedures of the job.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Client Interaction

You were included in meetings/interactions with clients.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Creativity

Your employer encouraged you to be creative.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:



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Division of Graphic Design

1000 Fine Arts Center  
Bowling Green, Ohio 43403-0204

419.372.7763  
419.372.2544 fax

lyoung@bgsu.edu  
www.bgsu.edu/art

## Student Evaluation of Internship

**FOR INTERN**

### Site Mentor Interaction

Considering all factors, how would you rate the level of interaction, communication and time spent with your mentor?

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Relationships with Others

You had the opportunities to interact with coworkers.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Attitude

Your employer showed a positive attitude toward the internship?

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Overall Rating

Considering all factors, how would you rate your internship experience?

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Narrative Evaluation

Please state in narrative form your final evaluation of your internship experience. Consider the following questions:

- » Are you better prepared to undertake a professional career after having completing your internship?  
Please explain.





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## Student Evaluation of Internship

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» What are the specific strengths of your internship site and supervision?

» What are the specific weaknesses of your internship site and supervision?

» Can you offer any comments or suggestions to help us improve our internship program?



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## Student Evaluation of Internship

**FOR INTERN**

» Additional comments, or continuation of previous questions:



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## Site Mentor Evaluation of Intern

**FOR SITE MENTOR**

**Thank you for participating in the Division of Graphic Design Internship Program. Now that your intern's experience is drawing to a close, we are asking that you complete the following evaluation report. This evaluation will greatly assist the intern's assigned Faculty Internship Advisor with determination of a final grade. This is also your opportunity to assess the quality of our internship program, as well as our curriculum overall. Please take the time to complete this form in full and forward it to the intern's Faculty Internship Advisor. Interns are not to see this evaluation at any time—please mail or fax directly to Internship Program Coordinator. PLEASE TYPE OR PRINT CLEARLY, OR USE THE PDF FORM FIELDS.**

Intern Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Mentor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Completion of Assignments

Student thoroughly completed work within the allotted time.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Quality of Work

Work was of professional quality.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Technical Knowledge

Student understood tools and procedures of the profession.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:

### Initiative

Student took initiative and was resourceful.

Excellent                  Very good                  Good                  Fair                  Poor

Comments:



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## Site Mentor Evaluation of Intern

**FOR SITE MENTOR**

### **Creativity**

Student attempted to develop creative solutions to problems.

Excellent                      Very good                      Good                      Fair                      Poor

*Comments:*

### **Relationships with Others**

Student got along well with co-workers and clients.

Excellent                      Very good                      Good                      Fair                      Poor

*Comments:*

### **Attitude**

Student showed a positive attitude toward the internship position.

Excellent                      Very good                      Good                      Fair                      Poor

*Comments:*

### **Dependability**

Student followed instructions well.

Excellent                      Very good                      Good                      Fair                      Poor

*Comments:*

### **Overall Rating**

Considering all the factors, how would you rate the student's overall performance.

Excellent                      Very good                      Good                      Fair                      Poor

*Comments:*



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## Site Mentor Evaluation of Intern

**FOR SITE MENTOR**

Please state in narrative form, your final evaluation of the student's performance. Consider some of the following questions: *Is the student better prepared to undertake a professional career after having interned with you or your company? What are the specific strengths and/or weaknesses of the student? What comments or suggestions can you offer regarding the BGSU Division of Graphic Design Internship Program? How might we make it better?*

Thank you for your generous donation of time, resources and energy. We look forward to the opportunity of placing a future graphic design student at your site. Please keep your site information up-to-date, so our students know of your willingness to offer internships.

*Please mail or fax (419.372.2544) this evaluation form and narrative comments to:*

ATTN: Lori Young  
Chair, Division of Graphic Design  
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1000 Fine Arts Center  
Bowling Green State University  
Bowling Green, Ohio 43403-0204