

## **INTERNSHIP ACTIVITIES**

### **JOURNALS**

Most internship sponsors require that each employee maintain a time card, a record of the time spent on each project each day. Often the time card entry will indicate the nature of the work being undertaken: preliminary design, contract documents, construction, administration, etc. The journals required by the Department of Art as part of internship are far more descriptive than time card entries.

Journals are clearly written and illustrated accounts of the intern's experiences, observations, insights, and responses. The journals address the intentions, processes, and outcomes that characterize the work in which the intern is engaged and they examine why work is done the way it is, as well as whether and how it might be carried out with better results. The journals offer an opportunity to analyze and to speculate, as well as to compare new experiences with past learning.

The precise journal format and style are determined by each intern, but when submitted, journals must be accurately typed in standard English prose. Each journal page should bear the names of the intern and the sponsor, the week number (1 through 30) and the inclusive dates. No binding is desired other than a single spring clip connector [with its wire handles] at the upper left.

### **SPONSOR PROFILES**

Sponsors seek to offer interns a broad range of experience and an even wider range of exposure to the work of their organizations. The Sponsor Profiles are intended to facilitate interns' explorations by addressing issues that may not ordinarily lie within the scope of their responsibilities. The profile questions are designed to be beyond the knowledge of interns, designed to encourage discussion with colleagues: job captains, marketing professionals, book keepers, principals, and others. Of course, in some sponsors' office all these roles and others may be played by the same individual. Whatever the size or type of sponsor, the profile questions should provide opportunities for dialogue on subjects unfamiliar to the intern.

Excellent sponsor profiles are the product of careful research and discussion with others who are knowledgeable. Excellent profiles are carefully written [and perhaps illustrated] essays that venture beyond the surface of the issues, exploring them from several perspectives in order to understand their complexity, and to examine the logic [or validity, or biases, or ethics, etc.] of the information provided and/or the views expressed by the persons with whom the intern talks. Excellent sponsor profiles do not simply report what others have told the intern, they reflect critical analysis.

It is always appropriate to restate the sponsor profile question before beginning the response, and it is important to assure that each aspect of the question has been addressed in the response.

# Internship/Visual Communication- Art 582 Placement Form

## Student

The Visual Communication student intern agrees to fulfill the duties assigned by the work supervisor in place, to work for a minimum of 12 hours per week for 3 credit hours (for a 16 week period or a total of 192 hours...Summer times will vary), and to furnish examples of internship work to the faculty sponsor on request. The student must be enrolled in Art 582 to receive credit. The following information is to be supplied by the student:

Name: \_\_\_\_\_(printed)

Semester/Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Internship Supervisor

The professional in place agrees to supply learning opportunities in an appropriate setting, to supervise the student's work, to evaluate and report on student performance. The following information is to be supplied by the supervisor.

Name: \_\_\_\_\_(printed)

Title: \_\_\_\_\_

Name of business: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Please describe the internship duties (use back of form if necessary)

**Faculty Sponsor**

The faculty member in charge of the course will distribute information regarding prerequisites and requirements to the students. The faculty member will assign the student's grade in consultation with the supervisor after receiving evaluation forms and reviewing the student's work.

Faculty Name: \_\_\_\_\_

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

Date credit approved: \_\_\_\_\_

## **Internship/Graphic Design Art 582 Student's Evaluation Form**

Student Name: \_\_\_\_\_

Internship Place: \_\_\_\_\_

Semester: \_\_\_\_\_ Date: \_\_\_\_\_

Please comment of your internship experience in terms of (1) clear definition of duties and assignments, (2) access to supervisor, (3) challenging nature of the work, (4) feedback from the supervisor and (5) overall value of the experience,

Give a brief description of your duties \_\_\_\_\_

Would you recommend this internship to other graphic design students?

Would you like to have this type of job after graduation?

Any other comments?

Student Signature: \_\_\_\_\_

# Internship/Graphic Design Art 582 Supervisor's Evaluation Form

Student Name: \_\_\_\_\_

Internship Place: \_\_\_\_\_

Semester Date: \_\_\_\_\_

Please comment on the student's work performance in terms of attitude, thoroughness, technical skills, acceptance of responsibility and progress:

Please circle the grade below which reflects your evaluation of the student's overall work performance.

A   A-   B+   B   B-   C+   C   C-   D+   D   D-   F

If you had a job opening and the budget to support it, would you hire a candidate with similar skills and abilities? \_\_\_\_\_

Any comments regarding our internship program would be welcome.

Supervisor's signature: \_\_\_\_\_

Please mail this form to the Robert Hower, Internship Coordinator, Art Dept., Willard Hall 322, Kansas State University, Manhattan, KS 66506