

# INTERNSHIP

**ART 398 - 99  
Guidelines**

Internship Director  
**Benjamin Gaydos**  
e-mail: [gaydos@umich.edu](mailto:gaydos@umich.edu)

**Art and Art History** office phone  
810-766-6679

- Before beginning internship**
  - Meet with Director to discuss your internship possibilities
  - Submit the internship intent form
  - Secure an internship position
  - Register for ART 398-02
  - Supervisor submits internship agreement form
- Throughout internship Duration**
  - Maintain a daily journal
  - Maintain a timesheet
- Midpoint of internship Duration**
  - Supervisor submits midterm performance appraisal
- Last official class day of semester registered**
  - Supervisor submits final performance appraisal and signed time sheet
  - Student submits final internship paper and daily journal

**TABLE OF CONTENTS**

Introduction, general information ..... 2

**Student Section**

- Requirements ..... 2-5
- Resources ..... 6-7
- internship Intent form ..... 8
- Thank you letter ..... 9
- Time sheet ..... 10

**Supervisor Section**

- Introduction ..... 11
- Agreement with the organization ..... 12
- Mid-semester appraisal ..... 13
- Final performance appraisal ..... 14

Internships provide students with the opportunity to work in career-related fields for academic credit. Internships also provide organizations with an opportunity to make a significant contribution to the quality of our graduates, thereby improving the quality of future employees in our global community. Inherent in this process are responsibilities for both the student and the organization. Although most internships are “entry level” experiences, the student must possess some knowledge and skills prior to undertaking an internship. Students must be able to document maturity, reliability, and the appropriate skills for the work environment. **The primary evidence for these traits are a history of academic success (over a 2.0 GPA), the completion of significant coursework (junior or senior class standing), and an interview with the Internship Director.** Organizational responsibilities include providing students with a safe learning environment, a dedicated Internship Supervisor, an experience that fosters the goals of this program, and periodic review of the student’s performance.

This packet will provide both the student and the organization the necessary forms and information to successfully complete the internship experience. The first section is for students (pages 2-9) and the second section (pages 10-14) is for the organization’s Internship Supervisor. An important distinction needs to be made... the terms “Internship Director” or simply “Director” refer to Ben Gaydos, and the terms “Internship Supervisor” or simply “Supervisor” refers to the on-site person who supervises the internship for an organization.

Students are required to check their university email account weekly for any formal communication from the Director. Past experience suggests that personal email accounts change too often to be a reliable form of notification.

### Requirements for Art Internships

- 1. Initial meeting with Internship Director:** In consultation with the Internship Director, students should determine the appropriateness and advisability of participating in an Internship. This includes a discussion of the specific organization with which the student intends to Intern. Schedule this meeting through Gale Glover, Art & Art History (810-766-6679), or through me directly.

## [ Introduction ]

### Quick Facts

Read this internship packet to see if you qualify for an internship

Meet with the Director to discuss your internship possibilities

Submit the internship intent form

Identify and secure an internship

Director approves internship

Register for ART 398-02

Supervisor submits internship agreement form

Maintain a daily journal

Maintain a time sheet

Supervisor submits midterm performance appraisal

Supervisor submits final performance appraisal

Student submits a final internship paper, signed log, and daily journal

**Additional Departmental Policies:**

Students may not participate in an internship provided by a relative or in a company owned by a parent or relative. An internship may be served only from the site of a licensed business operating from a building in an area zoned for business/commercial purposes. Students may participate in an internship in their place of present employment if they are transferred to another department that is separate from the department in which they are presently employed or if they're taking on new responsibilities or skills. The nature of the internship work/duties must be different than the student's current duties/responsibilities. Students may not interrupt an internship for a vacation or similar absence without permission of their Internship Supervisor. All internships must be completed within the calendar dates allocated to the learning period (semester) as published in the schedule of classes **unless other prior arrangements are made** with the Director of Internships. Students may not begin an internship before completing specified prerequisites, and securing approval from the Director of Internships. Given the paperwork and interviewing process required, internships need to be set up with an organization one or two weeks prior to the time in which the student desires to do the Internship. [For legal information, consult the Fair Labor Standards Act]

- 2. Identify and secure an internship.** While the Director will make every effort to help provide potential leads for Internship opportunities, **students are ultimately responsible for identifying and securing the Internship.** The organization ultimately decides (through the interview process) whether the student is qualified. Prior to engaging in the Internship, and after approval from the Internship Director, the student Intern should do the following:
- a. Send a cover letter and resume indicating interest in an Art Internship to the desired organization (a copy of both should be sent to the Internship Director).
  - b. Secure an interview with a representative of the organization and supply them with the necessary information and forms.

c. Mutually agree with the organization on specific duties, expected learning experiences, hours, etc.

**3. Register for ART 398-02.** Students may need an override for this, see Sharon Beam in the CVA department. You can register for an internship at any time during the semester. The number of credits should be approved in advance by the Internship Director.

Up to 6 internship credits can be earned with approval by the internship director. **Each credit earned represents 50 hours of work, for example: interns must work a total of 150 hours in a normal**

**15-week semester and 300 hours to earn six credits.** Students that begin an Internship without prior approval (and completion/return of the Internship forms) may not count hours worked toward the required hours as described above. Students are responsible for keeping a log of all hours worked that should be signed weekly, and a record of what was learned each day in a personal journal.

**4. Fill out the internship intent form.** Discuss responsibilities and guidelines for your internship with your supervisor and document these on the form. It is the student's responsibility to establish how many hours will be worked during the internship and a schedule of when these hours will be worked. It is the student's responsibility to maintain a time sheet (#7 below). It is the student's responsibility to remind their supervisors of the mid and final appraisal deadlines.

**5.** Any questions or problems that need to be addressed before, during, or after the Internship should be directed to the director.

**6. Students will maintain a daily journal** describing activities, new skills learned, etc and reflection on these. This journal will be used to write the final internship paper due at the end of the semester.

**7. A time sheet must be maintained** documenting hours worked. It is the student's responsibility to maintain the timesheet and have supervisor initial each week, submit to the supervisor at the end of your internship and have them sign it and fax to the art office at the end of the semester.

**10.** The student will **submit a final internship paper** that describes the internship experience and what was learned. This paper is a major factor in determining a grade and warrants careful attention. Papers should follow APA or MLA style guidelines and be a minimum of 10 pages, and

shouldn't exceed 15 (fifteen) typed, double-spaced pages.

The papers should begin with how the internship was acquired and what you expected to learn from it. Where did your position fit into the organizational chart of the company, and to the best of your knowledge, how it contributed to the organization's vision, mission and goals. Other introductory information should cover the type of company, the industry or market, and your supervisor's name and title.

The body of your paper should include a description of what you learned and how it was (or might be) applied, your journals should help you with the details. Be sure to link your learning experiences to relevant graphic design industry standards. The conclusion should link this experience to your larger personal, educational, and professional goals. Since you're a graphic design student it would be beneficial to have your final paper presented in a creative form such as a bound book, brochure, etc. Images of work created should be included. Craftsmanship and design will be considered in the grade.

11. Upon nearing completion of the Internship, (last two or three weeks) the student is responsible for the following:
12. Remind the Internship Supervisor to send (by fax) the completed final performance appraisal to the Internship Director by the **last official day of classes for the semester in which you're registered.**
13. Remind the Internship Supervisor to send (by fax) signed time sheet to the Internship Director
14. Set up a final Internship consultation with the Internship Director.
15. Submit the final paper in which you describe the Internship experience by the **last official day of classes for the semester in which you're registered.**

c. Send a thank-you letter to your internship supervisor and include a copy in your final paper.

**Grades for ART 398 are determined by the following factors:**

1. Evaluation of the student's performance by the on-site Internship Supervisor (mid-term and final performance appraisals)
2. Student time sheet
3. Daily journal
4. Final paper
5. Submission of all paperwork: forms, resume, introductory letter, thank you letter.

**Your Resumé**

Your resumé should be thought of as a communication document that is intended to represent you to a specific organization. Therefore, it is important that it contain appropriate information about your professional experience and educational background that will demonstrate your potential as an intern to a specific organization. In the event that you need further assistance, please see the Office of Career Development.

The resumé should follow a typographic hierarchy and be structured by headings to designate appropriate areas: educational background, professional experience, career objective, specific skills, course work relevant to career objective, activities and professional association memberships. Information contained within each section should be in reverse chronological order, with the most recent data at the beginning. The information should be conveyed in a concise and direct manner, giving the reader adequate but not superfluous information. It should be physically well constructed so that it enhances the reader's ability to absorb the information and conveys a professional demeanor.

**Making Contact with an Organization**

At some point in the internship application process, you may be expected to participate in a formal interview. This interview is extremely important because it allows both parties to evaluate potential, develop rapport, and clarify expectations. The following suggestions and recommended guidelines are designed to help you with the interview process:

- Prepare for the interview as though you were applying for a permanent career-oriented job.
- Your resumé should be in proper order and adapted to the organization in which you seek an internship.
- Determine whether you need to bring samples of your work with you to the interview for perusal (i.e., writing samples, photographs, video/audio tapes, computer graphic/design work, etc).
- Conduct a background study of the organization. Your ability to express familiarity with the organization can be beneficial to you.
- Dress professionally for the interview, but don't overdress... First impressions are often lasting ones.

- Be sure to give yourself enough time so that you arrive a few minutes early and consider traffic and other factors such as getting lost or making a wrong turn.

### Maximizing Your Internship Experience

An internship provides you with a unique opportunity to apply theories, develop practical skills, and make valuable professional contacts. Therefore, you should make every effort to maximize the experience. There are a number of ways to do this:

- Ask many questions. Being inquisitive without being a pest will lead to greater breadth of information about organizational operations.
- Be a self-starter and a self-motivator. By initiating projects, you will become more valuable to the organization and, in turn, create more knowledge. Of course, you need to gain the organization's approval before you start such projects.
- Seek the opportunity to sit in on meetings. Observation of interactions will be invaluable in learning about organizational life and technical details. The organization, however, may limit this activity or not allow it because of policy, the nature of the meetings involved, or the wishes of conference participants.
- Move around the organization to observe the operations of various departments, if possible. These observations allow you to see how interdependent parts of the organization work together.
- Build respect among people in the organization for your willingness to work. This may cause people to seek you out for assignments, to depend on you for task completion, and to expose you to a greater variety of situations.
- You should be able to handle criticism constructively. An internship provides you the opportunity to make mistakes before entering full-time employment. Viewed productively, you will learn from it and change your attitudes and behaviors accordingly.
- Recognize the value of experience and learn from others. An internship experience provides the opportunity to be exposed to professionals in the field. Many insights can be gained if you seek them out.



**Sample Thank-You Letter**

**[ Student ]**

(Intern students are required to send such a letter and include a copy of it with your internship paper at the end of the semester):

January 20, 2020

John Smith, Internship Supervisor  
WXYZ-TV  
555 Lane Rd.  
Detroit, MI 48226

Dear Mr. Smith:

While I am excited about graduation, I'm sad about leaving my internship at WXYZ-TV. I have enjoyed working with the staff and have learned so much about the challenges that face commercial television broadcasters. Training a new intern was a lot of work for you and I appreciate your time and patience in answering my questions and finding interesting tasks for me. Yesterday, I bought two of the books you suggested and will continue the learning process on my own.

Enclosed, please find a copy of my updated résumé, which includes my internship experience at WXYZ-TV. Any suggestions you might have about my résumé or people in the field I could contact about full-time employment would be welcome.

Thank you again for helping to make my internship a rewarding experience.

Sincerely,

Ima X. Intern  
Enclosure

**Internship Log**

[ Student ]

Student: Keep a copy for your records, have your supervisor initial your hours worked weekly, and submit to your Supervisor to sign and fax this form by the **last official day of classes for the semester in which you're registered**. If you're earning 6 credits, a log should be submitted halfway through the internship term and again upon completion of the internship.

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

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

Supervisor Name and Title \_\_\_\_\_

Company \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Week #	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total
	From	To	From	To	From	To	From	To	From	To	From	To	From	To	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

Extra \_\_\_\_\_

Grand Total of Hours: \_\_\_\_\_

This section is for the Internship Supervisor and contains the guidelines for the organization. There are four important forms at the end of this section that should be filled out and faxed to me at various points in the internship process. The first form is a basic information sheet that should be completed at the beginning of the internship detailing responsibilities, total internship hours, and weekly schedule. The second form is the mid-semester performance appraisal which is due at the midpoint of the internship duration. The third form is the final performance appraisal and it is due on the **last official day of classes for the semester in which the student is registered**. The student-maintained record of hours worked should be signed and faxed to the art office by this date also. We have tried to keep the paperwork to a minimum, however if you ever have questions or concerns about the internship process please email me at [gaydos@umich.edu](mailto:gaydos@umich.edu).

**Departmental Policies:**

Internships may not be provided by a relative or in a company owned by a parent or relative. An internship may be served only from the site of a licensed business operating from a building in an area zoned for business/commercial purposes. Employees who are current ART students may do an internship in their place of present employment if they are transferred to another department that is separate from the department in which they are presently employed. The nature of the internship work/duties must be different than the employee's current duties/responsibilities.

Interns should not interrupt an internship for a vacation or similar absence without permission of their Internship Supervisor. All internships must be completed within the calendar dates allocated to the learning period (semester) as published in the schedule of classes unless other prior arrangements are made with the Director of Internships. Students may not begin an internship before completing specified prerequisites, and securing approval from the Director of Internships. Given the paperwork and interviewing process required, internships need to be set up with an organization one or two weeks prior to the point in which the student desires to do the Internship. [For legal information, see the Fair Labor Standards Act and/or consult your Human Resource personnel]

**University of Michigan-Flint/Internship Agreement**

**[ Supervisor ]**

**Basic Information and Responsibilities**

[This page to be completed by on-site Internship Supervisor at the beginning of the internship]

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

Internship starting date: \_\_\_\_\_

Internship ending date: \_\_\_\_\_

Total number of hours (50 hours per credit): \_\_\_\_\_

Internship job title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address of Company/Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and title of On-Site Internship Supervisor: \_\_\_\_\_

\_\_\_\_\_

Telephone & e-Mail of On-Site Internship Supervisor:

\_\_\_\_\_

**Student Intern Job Description:**

Responsibilities of the Organization to the Student Intern:

By signing below, the Internship student and organization agree to abide by all policies set forth in the ART 398 Internship Guidelines.

Student intern responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Internship Supervisor:

\_\_\_\_\_

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

Signature of Internship Student:

\_\_\_\_\_

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

Email [gaydos@umich.edu](mailto:gaydos@umich.edu) or Fax to UM-Flint Art & Art History department at 810-766-6834, attention Benjamin Gaydos. Thank you!

**Mid-term Performance Appraisal**

**[ Supervisor ]**

Thank you for your help in preparing our students to meet the needs of their future employers. As an Intern Supervisor your input is a key factor in our ability to produce world-class employees. This mid-term evaluation allows us an opportunity to identify areas of praise and concern so that our interns continuously improve over the course of their internships.

Please rate this intern based upon your experience with other interns or entry-level employees (the "standard"). The information you provide is confidential, but areas of concern will be discussed with the student.

**Assessment Criteria**

- 5** Outstanding, performance exceeds standard to an exceptional degree
- 4** Above Standard, performance exceeds basic standard
- 3** Standard, performance meets standard
- 2** Below Standard, performance falls below basic standard
- 1** Unacceptable, performance is below an acceptable standard
- NA** No basis for appraisal

**Basic Competencies**

- \_\_\_\_\_ Level of Motivation and Enthusiasm
- \_\_\_\_\_ Ability to function individually
- \_\_\_\_\_ Ability to function interpersonally (one on one)
- \_\_\_\_\_ Ability to function in groups or teams
- \_\_\_\_\_ Demonstrates personal and professional ethics

**Duties and Responsibilities**

- \_\_\_\_\_ Seeks out the mission, goals, and objectives of their department
- \_\_\_\_\_ Listens to, and follows instruction
- \_\_\_\_\_ Solicits and adapts to constructive feedback
- \_\_\_\_\_ Demonstrates punctuality and dependability
- \_\_\_\_\_ Quality and quantity of work

**Additional comments welcome**

---



---



---



---



---

Email this form to [gaydos@umich.edu](mailto:gaydos@umich.edu) or Fax to UM-Flint Art & Art History department at 810-766-6834, attention Benjamin Gaydos. by mid-internship term. Thank you!

Student's Name: \_\_\_\_\_

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

Organization: \_\_\_\_\_

**Mid-term Performance Appraisal**

**[ Supervisor ]**

Thank you for your help in preparing our students to meet the needs of their future employers. As an Intern Supervisor your input is a key factor in our ability to produce world-class employees. This mid-term evaluation allows us an opportunity to identify areas of praise and concern so that our interns continuously improve over the course of their internships.

Please rate this intern based upon your experience with other interns or entry-level employees (the "standard"). The information you provide is confidential, but areas of concern will be discussed with the student.

**Assessment Criteria**

- 5** Outstanding, performance exceeds standard to an exceptional degree
- 4** Above Standard, performance exceeds basic standard
- 3** Standard, performance meets standard
- 2** Below Standard, performance falls below basic standard
- 1** Unacceptable, performance is below an acceptable standard
- NA** No basis for appraisal

**Basic Competencies**

- \_\_\_\_\_ Level of Motivation and Enthusiasm
- \_\_\_\_\_ Ability to function individually
- \_\_\_\_\_ Ability to function interpersonally (one on one)
- \_\_\_\_\_ Ability to function in groups or teams
- \_\_\_\_\_ Demonstrates personal and professional ethics

**Duties and Responsibilities**

- \_\_\_\_\_ Seeks out the mission, goals, and objectives of their department
- \_\_\_\_\_ Listens to, and follows instruction
- \_\_\_\_\_ Solicits and adapts to constructive feedback
- \_\_\_\_\_ Demonstrates punctuality and dependability
- \_\_\_\_\_ Quality and quantity of work

**Additional comments welcome**

---



---



---



---



---

Email this form to [gaydos@umich.edu](mailto:gaydos@umich.edu) or Fax to UM-Flint Art & Art History department at 810-766-6834, attention Benjamin Gaydos. by mid-internship term. Thank you!

Student's Name: \_\_\_\_\_

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

Organization: \_\_\_\_\_