

DES 192 INTERNSHIP DOCUMENTATION INSTRUCTIONS

Paperwork must be completed, signed, and turned in to the Advising Office in order to obtain the CRN. Registration must be complete by last day to add. (12th day of the quarter)

OBJECTIVES OF DESIGN INTERNSHIP CREDIT:

Encourage students to obtain applied learning experience, which will complement and enhance the traditional educational process. The experience should aid the student in the exploration of potential career opportunities and assist in clarifying the student's personal and educational goals.

To obtain academic credit (units) for an internship, you must:

- Have completed 84 units. If you have not completed 84 units, go to the Internship and Career Center (2nd floor South Hall) to discuss "Transcript Notation."
- Find a position with a Design business/company/organization (may be paid or volunteer) where you will have hands-on design work and will be supervised by an art or creative director (front desk/answering phones experience is valuable, but will not get academic credit).
 - NOTE: Students may receive units for only one quarter total of campus-based internship, unless there is a compelling reason for more than one.
- Ask a faculty member with expertise in the area of the proposed internship to sponsor you (note: the faculty member can only sponsor a limited number of internships per quarter so try to ask early) In order to sponsor you, faculty typically will want you to have taken a class with them previously. Possible sponsors include:

Design Faculty

Susan Avila	Kosta Papamichael
Christina Cogdell	Simon Sadler
Glenda Drew	Ann Savageau
James Housefield	Michael Siminovitch
Mark Kessler	Susan Verba
Tim McNeil	

Design Lecturers

Barbara Molloy	John Driscoll
Gale Okumura	Bob Morgan
DR Wagner	

- Fill out the accompanying paperwork. Obtain signatures from your faculty sponsor and your internship supervisor.
- Bring a copy of the paperwork to the Advising Office. At this point, you will be given a CRN to add these DES 192 units. Use SISWeb and the CRN to add the units. On the link "Change Grade Mode or Change Variable Units" you will change the units to reflect the number of units you and your faculty sponsor have agreed upon. Make sure you double check to see that the course is listed on your schedule and for the correct number of units.
- Number of units is determined by the number of hours you work. 30 hours of work during the course of a quarter equals 1 unit (or 3 hours per week); 60 hours equals 2 units and so

on. Design students may receive up to 6 units per quarter. All students may use a maximum of 12 units total of internship credit towards the 180 units needed to graduate.

- At the end of the quarter, fill out the evaluation form (on back side of this instruction sheet) with your internship supervisor and return it, with your written documentation (journal, paper, etc.) to your faculty sponsor by the last day of instruction.

REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT

Obligations of the student:

1. **Submit a detailed outline** of the proposed program including a statement of objectives and an explanation of the value of the internship to the student's total academic program.
2. Demonstrate to the faculty sponsor that you have adequate background to successfully complete this internship.
3. Actively participate in the field experience to a degree commensurate with the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor and department chairperson, including submission of required written work.
5. **Meet with faculty supervisor at least three times** during the quarter.

Obligations to the faculty sponsor:

1. Possess expertise in the area of the proposed internship including familiarity with the potential of the actual field experience.
2. Critically review the student's proposed program with special attention to the adequacy of the student's background and to the question of the enrichment of the student's academic program by the internship.
3. Evaluate the intern primarily on the basis of written work, which should fully demonstrate the intellectual value of the experience.
4. **Meet with student at least three times** during the quarter.

Department _____ Date _____
Name of Student _____ Major _____
Address _____ Phone _____
Student ID Number _____ College _____
E-mail _____

Units requested for the proposed internship _____ Quarter _____
(30 hours of work per quarter, or 3 hours per week, at the internship site = 1 unit)

Total units of 192 already completed _____ (A maximum of 12 units of 192 may be counted toward the 180 units needed for graduation.)

Units completed toward the degree _____ (At least 84 units of credit must have been completed in order to enroll in 192.)

Have you asked another faculty member to sponsor you? If so, why could they not sponsor you?

Organization at which internship is located_____

Address_____Phone_____

Field Supervisor's Name_____

Faculty Sponsor's Name_____

Quarter completed_____

LIST OTHER PREVIOUS OR CURRENT INTERNSHIPS (location, quarter taken, site supervisor name & faculty sponsor name):

TO BE COMPLETED BY THE STUDENT AND THE INTERNSHIP SUPERVISOR:

Detailed outline of the proposed internship (attach additional pages as necessary);

Objectives: _____

Procedures and techniques the student will experience during the internship: _____

TO BE COMPLETED BY THE STUDENT

List classes and background experiences that relate to this internship: _____

TO BE COMPLETED BY THE FACULTY SPONSOR

*Faculty sponsor's description of the written work and/or other requirements of the student for successful completion of the internship:

I have read and agree to the above terms of this internship:

Student's Signature

Date

Faculty Sponsor's Signature

Date

Internship Supervisor's Signature

Date

DEPARTMENT OF DESIGN
SUPERVISOR/EMPLOYER EVALUATION

STUDENT COMPLETES:

STUDENT NAME _____
ADDRESS _____ ZIP _____
STUDENT ID NUMBER _____ MAJOR _____

FIELD SUPERVISOR _____
ORGANIZATION _____
ADDRESS _____ ZIP _____

FACULTY SPONSOR _____

FIELD SUPERVISOR COMPLETES WITH STUDENT:

PLEASE ASSIGN THE RATING YOU CONSIDER APPROPRIATE USING THE FOLLOWING SCALE:
ABOVE AVERAGE - 3 AVERAGE - 2 NEEDS IMPROVEMENT - 1

1. How do you rate the intern's qualifications for undertaking and completing the internship? 3 2 1

Comment: _____

2. What degree of interest and initiative did the intern display? 3 2 1

Comment: _____

3. How do you rate change in the intern's competence (written and verbal communication, analysis, observation, laboratory skills, etc.?) 3 2 1

Comment: _____

4. How do you rate the intern's technical ability? 3 2 1

Comment: _____

5. How do you rate the intern's working relationship with co-workers? 3 2 1

Comment: _____

6. The intern's attendance record was: 3 2 1

Comment: _____

7. How well did the intern meet your expectations? 3 2 1

Comment: _____

8. How would you rate the intern's overall performance? 3 2 1

Comment: _____

9. Would you hire and/or recommend this intern for employment in your organization? Yes No

ADDITIONAL COMMENTS (Use reverse and/or extra sheets as necessary)

Do you need another intern next quarter? Yes No

Supervisor's Signature _____ Title _____

Student's Signature _____ Date _____

STUDENT: RETURN THIS FORM WITH YOUR WRITTEN ASSIGNMENT TO YOUR FACULTY SPONSOR AT THE END OF THE QUARTER, BUT BEFORE THE LAST DAY OF INSTRUCTION.