





The purpose of an Internship is to place a current student into a real world work environment before graduation. An Internship allows the student to work with professionals in a professional environment while still taking classes.

Work taken on by the student in a freelance arrangement does not fulfill the requirements for an Internship. Work must be accomplished on the premises of the Internship.

Internships may be salaried or voluntary. Some Internships will provide the student with a salary paid on a weekly or monthly basis. Some Internships will provide the student with remuneration of tuition and fees for the Internship course, 40192 Internship 2. It is up to the student to negotiate the payment or salary before signing up for the credit. The Internship Coordinator will not be involved in salary negotiations.

Because the intent of the Internship is to allow the student the opportunity to work with professionals in a professional situation, the following work situations will not be considered Internships:

- Any job in which the student is the sole designer
- Any job in which the student is not under the direct supervision of a professional in the field
- Freelance design

The following jobs on the Kent State University campus are the only situations which will count towards Internship credit:

- GLYPH[X
- University Publications [specifically, working with the University Graphic Designers]
- The University Press [specifically, working with the designer]
- Teleproduction Services
- Signum Design Studio / Kent Student Center

**Note:** all other jobs on the KSU campus will not count towards Internship credits or requirements without prior approval.

Besides those Internships on the Kent campus, other Internships are available locally in Kent and Ravenna, Akron, Cleveland, other Ohio cities and out-of-state.

A list of available Internships is available in the VCD Resource Center or may be obtained from the Internship Coordinator. You may set up your own Internship as long as the job is involved in an area within the profession such as:

- Graphic Design
- Advertising
- Illustration
- Printing
- Exhibition Design
- Signage
- Audio Visual and/or Multi-Media Presentation Design
- Public Relations
- Computer Graphics
- Environmental Graphic Design
- Web Design, CD ROM, Video, etc.
- Production
- Service Bureau

At the end of the semester each student must present to the Internship Coordinator:

- A letter from the employer on company letterhead verifying the student's employment. The letter must include the following information:
  - Student's name
  - Dates of employment
  - Total hours worked
  - Description of duties
  - Evaluation of work performed [Satisfactory or Unsatisfactory]

- A self-evaluation letter from the student. The letter must include the following information:
  - Description of duties
  - Description of areas of involvement
  - Self-evaluation of job performance. [strengths, weaknesses]
  - Value of internship. Would you recommend this internship to a fellow student?

- The time sheet supplied. This is optional. Work hours must be verified by the initials of the employer. Time sheets are to be totaled on both a weekly and a running-total basis.

**Note:** Before beginning 40192 Internship 2, each student must fill out and return to the Internship Coordinator a Hold Harmless Agreement and a Policy Agreement. Each of these forms must be completed and submitted before the Internship may begin for credit. Each form must be witnessed and signed.



**Who must complete an Internship?**

Every major in the Visual Communication Design degree program must complete 01 hour of 40092 Internship 1 [Orientation] and 03 semester hours of 40192 Internship 2.

**How many hours of Internship 2 do I need?**

03 credit hours of 40192 Internship 2 are required but the maximum of 06 credit hours cannot be exceeded. The additional 03 hours above and beyond the 03 hour requirement may be applied towards the VCD Elective requirement or towards the university General Electives requirement.

**When are Internships available?**

Internships are available throughout the year: Fall & Spring semester, winter break, spring break and during the summer.

**How do I go about finding an Internship?**

You may use any of the existing approved school Internships or you may arrange for your own. If you arrange your own Internship, it must be approved in advance by John Brett Buchanan, the Internship Coordinator. Listings of available Internships are available in the VCD Resource Center and/or from John Brett Buchanan.

**When do I sign for an Internship?**

Any VCD student may sign up for 40192 Internship 2 credit after they have successfully passed 30009 Junior Portfolio Review. It is recommended that students register for 40092 Internship 1 during the semester that they are taking 30009 Junior Portfolio Review and 33001 Graphic Design 2. However, a student may register for 40092 Internship 1 and 40192 Internship 2 simultaneously after successfully completing Junior Portfolio Review and with permission from the Internship Coordinator.

**Note:** Students must sign up for Internship 2 during the semester in which they are completing the Internship experience. Failure to find an Internship during the semester in which the student is enrolled will result in a grade of "U" [Unsatisfactory]. Students may not sign up for credit a semester in advance or a semester after completing an Internship. Students may not sign up for Internship 2 credit until they have an Internship lined up.

**Do Internships pay a salary?**

Most of the Internships available through the school are paid. Internship pay ranges from minimum wage up to \$25.00 per hour. Several of the on-campus Internships prefer students to be on the Work-Study Program. Some Internships do not pay but offer other incentives. For instance, some employers will pay for the tuition for the Internship credits. Other places may allow you to get free typesetting, dye sublimation prints, etc. for class assignments. Be sure to inquire about what salary an employer is willing to pay and/or what other compensation is available. Keep in mind commuting and parking expenses.

**How do I go about getting an Internship?**

1. Complete 40092 Internship 1 [Orientation] See John Brett Buchanan for the following:
  - Permission to register for 40192 Internship 2
2. Register for 40192 Internship 2 See John Brett Buchanan for the following:
  - Permission to register for 40192 Internship 2
  - Internship Policy Agreement Form [To be filled out and returned prior to starting the Internship]
  - Hold Harmless Agreement Form [To be filled out and returned prior to starting the Internship]
  - Time Sheets are optional.
3. Consult the posted list of Internships available
4. Write down the ones that interest you

5. If necessary, see John Brett Buchanan for more information about each Internship
6. Call, E-mail or write the places you are interested in for an interview and/or for more information
7. Prepare your portfolio for the interview if necessary
8. Interview with the potential employer
9. The potential employer will contact either you directly or John Brett Buchanan with a decision
10. Be sure to send thank you letters to offices where you have interviewed

**How many hours do I need to work for class credit?**

For each 01 credit hour of 40192 Internship 2 you must complete 100 work hours. For example:

01 credit hour  
6.6 hours per week x 15 weeks = 100 [99] total work hours

02 credit hours  
13.3 hours per week x 15 weeks = 200 [199.5] total work hours

03 credit hours  
20 hours per week x 15 weeks = 300 total work hours

04 credit hours  
26.6 hours per week x 15 weeks = 400 [399] total work hours

05 credit hours  
33.3 hours per week x 15 weeks = 500 [499.5] total work hours

06 credit hours  
40 hours per week x 15 weeks = 600 total work hours

The same total work hours are required during the summer except that the total hours will be achieved much faster if the student is working a 40 hour week. Keep in mind that the maximum total credit hours granted is 06 [600 hours] no matter how many additional hours you work.

**Which is better? One Internship for 06 credit hours?**

or  
**Two Internships for 03 credit hours each?**  
[Or any other combination]

The department recommends experiencing two different Internships. Since the purpose of an Internship is to gain professional experience while still a student, the more varied the experiences, the better.

Please note that there are very few Internships available which are strictly illustration-oriented. It is therefore recommended that illustration majors investigate Internships at magazines, newspapers or any other areas which utilize illustration.

**Are Internships graded?**

No. Internships receive either an "S" [Satisfactory] or "U" [Unsatisfactory] grade. No other letter grades apply. Your employer will not be asked to grade your performance. Keep in mind that a "U" computes as an "F" in your grade point average.