



01.16.04  
Spring 2004

Week #	Day	Date	Description	Week #	Day	Date	Description
1	Fri.	01.16	Confirm roster Sign-up sheet for phone numbers & E-mail addresses	8	Fri.	03.05	<b>No Class</b> Individual Preliminary Portfolio Reviews by appointment
			Orientation to Internship 1 & 2 What is an Acceptable Internship? • Internship 1 Course Policy / Requirements [1 volunteer needed for next class session]	9	Fri.	03.12	<b>No Class</b> Individual Final Interview Portfolio Reviews by appointment
2	Fri.	01.23	• Internship 1 & 2 Handbook • Internship 2 Hold Harmless & Policy Agreements • Internship List[s]  Discuss preparation of: • Cover Letter • Resume • #10 Business Envelope • Thank You Letter/Card  Review volunteer's Preliminary Portfolio	10	Tues.	03.16	Individual Final Interview Portfolio Reviews by appointment
					Wed.	03.17	Individual Final Interview Portfolio Reviews by appointment
					Fri.	03.19	<b>No Class</b>
				11	Fri.	03.26	<b>No Class</b> <b>Spring Break</b>
3	Fri.	01.30	<b>No Class</b> <b>VCD Retreat</b>	12	Fri.	04.02	Discuss Job Search and Interviewing Techniques  Hand in: • Final Cover Letter on good paper • Final Resume on good paper • Final #10 Envelope on matching good paper • Final Thank You Letter/Card on good paper
4	Fri.	02.06	Discuss Portfolio Preparation  Hand in: • Preliminary Cover Letter • Preliminary Resume • Preliminary #10 Business Envelope • Preliminary Thank You Letter/Card  Individual Preliminary Portfolio Review appointment sign-up	13	Fri.	04.09	<b>No Class</b> <b>Sophomore Entrance Exam</b>
				14	Fri.	04.16	<b>No Class</b> <b>Senior Project Reviews</b>
				15	Fri.	04.23	<b>No Class</b> <b>Senior Professional Portfolio Reviews</b>
5	Fri.	02.13	Guest Speaker[s]  Individual Preliminary Portfolio Reviews by appointment	16	Fri.	04.30	<b>No Class</b> <b>Junior Portfolio Reviews</b>
6	Fri.	02.20	<b>No Class</b> Individual Preliminary Portfolio Reviews by appointment	17	Tues.	05.04	<b>9:45am–12:00pm</b> <b>Final Exam Period</b>  Wrap up
7	Fri.	02.27	Preliminary Resume, Cover Letter, Thank You Letter/Card and #10 Business Envelope handed back & discussed  Individual Final Interview Portfolio Review appointment sign-ups  Individual Preliminary Portfolio Reviews by appointment				<b>Note:</b> Failure to attend the Final Exam Period will result in an Unsatisfactory ["U"] grade for the course [which computes as an "F" grade on your transcript] and will result in having to repeat the course in its entirety next year.  Failure to show a Preliminary Portfolio or a Final Interview Portfolio will result in an Unsatisfactory ["U"] grade for the course and will result in having to repeat the course in its entirety next year.



01.16.04

The purpose of 40092 Internship 1 [Orientation] is to help the student in the graphic design and/or illustration program in the preparation for securing an Internship experience [which is registered for in 40192 Internship 2].

Internship 1 is a Satisfactory [S] or Unsatisfactory [U] graded course. Unsatisfactory grades compute as "F" grades.

The course requirements must be successfully completed in the semester in which the student is registered. There will be no Incomplete [INC] or In Progress [IP] grades assigned for 40092 Internship 1.

Failing to complete any of the course requirements will result in an Unsatisfactory [U] grade and the student will be required to repeat the course in its entirety.

The course will meet Fridays from 9:00–11:30am. Five weeks will be devoted to lectures and guest panelists. The remaining weeks will be devoted to individual Preliminary portfolio reviews and an individual Final Interview Portfolio review.

## The Final Exam date is: Tuesday May 04, 2004 9:45am–12:00pm

Attendance at all scheduled class sessions is mandatory [refer to the Course Calendar]. Any unexcused absence from any of the required class sessions will result in an Unsatisfactory [U] grade and the student will be required to repeat the course in its entirety. Attendance at the Final Exam is also mandatory. Failure to attend the Final Exam will result in an Unsatisfactory [U] grade and the student will be required to repeat the course in its entirety.

Preliminary & Final Interview Portfolio Reviews will be by appointment. Sign up sheets will be provided in class and will be posted outside of office #220.

Student is required to prepare and hand in:

- Preliminary Resume
- Preliminary Cover Letter
- Preliminary #10 Business Envelope
- Preliminary Thank You Letter/Card

Student is required to hand in for grading:

- Final Resume
- Final Cover Letter
- Final #10 Business Envelope
- Final Thank You Letter/Card

**Note:** the Final Resume, Cover Letter, Thank You Letter and #10 Business Envelope are to be presented on good paper stock as if these were to be mailed out to a potential employer. These will be placed into each student's permanent file in the VCD Office. They will not be returned to the student.

Student will present an individual Preliminary Portfolio for evaluation.

Student will refine the Preliminary Portfolio and will present an individual Final Interview Portfolio to the instructor for grading.

Failure to complete the Preliminary or Final Interview Portfolio for review will result in an Unsatisfactory [U] grade and will result in having to repeat the course in its entirety next year.

### Please Note:

- Students are required to hand in the necessary paperwork for completion of 40192 Internship 2 in a timely manner. Paperwork must be handed in at least 3 weeks before finals week during Fall and Spring semesters.

[At least 3 weeks are required to process paperwork and to prepare Change of Grade Forms for IP's in Internship 2].

- Students expecting to graduate in Summer must make arrangements for the paperwork to be processed since the instructor may not be on contract or may not be available to sign necessary forms.
- Do not drop off paperwork in my mailbox with a note saying that if there is anything missing for me to call you. It is only one call for you to make to verify that I have received everything whereas if 100 of you do this I am expected to make 100 or more calls to you. This is also true of e-mails. It's your responsibility to make sure that all of your paperwork is in order for graduation, not mine.
- Do not expect to finish your internship and hand in paperwork after the semester is over and expect to get credit for that semester. Once the last day of finals is over it is too late to hand in grades online for that semester. The computer will not accept them. Several students have handed in paperwork up to 3 weeks after the end of the semester in which they expected to graduate and thought that the university would post grades and allow them to graduate. They were forced to re-apply for graduation the following semester.
- Students must have an approved internship arranged before signing up for 40192 Internship 2 credit. This does not mean that you can come into the VCD office anytime during a semester and expect to register without paying a late fee. This means you are supposed to set up an internship prior to the start of a semester in order to register for those credits.
- Students must sign up for 40192 Internship 2 in the same semester that they are completing the internship. In other words, if a student is doing an internship in the summer he or she must sign up for 40192 Internship 2 credit in the summer. The same holds true for fall and spring semesters. Students will not be allowed to sign up for credit in advance of completing the internship or retroactively after completing the internship. **The internship experience and internship credit must be signed up for and completed concurrently.**

I understand the above requirements and understand my obligations for 40092 Internship 1.

Signature

Date

Name Printed

S.S. #



01.16.04

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Your Name Printed

---

Place of Internship

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Semester Enrolled                      Year

## Introduction

Each student in the Visual Communication Design degree program is required to complete an Internship.

Students registering for 40192 Internship 2 must agree to the following conditions in order to have the Internship experience count for credit:

- Each student registering for Internship 2 must complete a Policy Agreement and a Hold Harmless Agreement prior to beginning the Internship. Failure to do so will result in the de-registration of the student for that semester.
- Students must register for 40192 Internship during the semester they are completing the Internship experience. The student may not sign up for credit the semester prior to or after the Internship experience.
- Although the student is registered for credit, this is a job situation and must be treated as such. The student will have the same responsibilities to the employer as if a full-time employee.
- The student must notify the employer if ill, if going to be late or cannot make it to work. Be sure to notify the employer of school holidays, breaks or conflicts.
- The student may receive pay for credit. That agreement and the amount to be paid is between the student and the employer.
- The following work hours are required for the following credit hours:  
01 credit hour = 100 work hours  
02 credit hours = 200 work hours  
03 credit hours = 300 work hours  
04 credit hours = 400 work hours  
05 credit hours = 500 work hours  
06 credit hours = 600 work hours
- If the student is fired from the Internship the result will be will failure of the course. The School of Visual Communication Design and/or the Internship Coordinator will not find alternative work for the student. If the student is experiencing difficulties with the employer which cannot be rectified, contact the Internship Coordinator. An attempt will be made to iron out differences. If a workable solution is impossible, the student may be asked to withdraw from the Internship and the course.
- The student must keep accurate records of the time worked and on what project[s]. Your time sheets are optional and may be turned in at the end of the internship experience.

- The employer must submit a letter of evaluation on company letter-head 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]
- The student must complete a letter to the Internship Coordinator. The letter must include the following information:
  - Student's name
  - Dates of employment
  - Description of duties
  - Self-evaluation of work performed
  - Evaluation of value of this particular Internship
- The student will not receive a letter grade for 40192 Internship 2. An "S" [Satisfactory] or "U" [Unsatisfactory] grade will be recorded.
- The student should make sure that the employer is covered by insurance. Some commercial policies only cover regular full-time employees. The employer may need to take out a "rider" policy to insure the student during the Internship. Students should check with their family insurer to see if they are covered in this kind of situation. The student or the employer may take out a university health insurance policy for added protection while on the job. Such a policy is very inexpensive.

I have read and agree to the above terms and conditions.

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Your Signature

---

Your Name Printed

---

Your Address

---

City    State    Zip

---

Telephone    E-mail

---

Date

---

Witnessed by [Signature] This cannot be the Internship Coordinator

---

Witness Name Printed

---

Date

# hold harmless agreement



01.16.04

## Introduction

The Kent State University School of Visual Communication Design Internship offers a unique opportunity for students in graphic design & illustration to gain direct professional experience. The program relies on cooperation and goodwill of various private businesses, individuals, organizations and government entities. Because we understandably cannot assume responsibility for the various persons and agencies which are in different ways associated with our program, we ask that you adhere to the following terms and conditions of participation. Your dated and witnessed signature indicates that you understand and agree to those terms and conditions.

## Agreement / Release

WHEREAS, I, \_\_\_\_\_ am a student registered for and desire to participate in a Kent State University School of Visual Communication Design Graphic Design & Illustration Internship to be conducted at herein after referred to as "Internship"; and

WHEREAS, this Internship has been organized by the School of Visual Communication Design, Kent State University, Kent, Ohio 44242-0001, and is coordinated by Professor John Brett Buchanan, a member of the faculty of the School of Visual Communication Design; and

WHEREAS, I understand and agree that there are risks to my person and property and to the person and property of other associated with my participation in this Internship; and

WHEREAS, I understand and agree that my participation in this Internship is completely voluntary; and

WHEREAS, I understand and agree that Kent State University does not provide any insurance coverage for any injury or damage to my person and property nor for injury or damages to the person and property of others while participating in this Internship; and

WHEREAS, I understand and agree that any arrangement for remuneration or insurance coverage is strictly between myself and the organization providing this Internship.

NOW, THEREFORE, I, \_\_\_\_\_ the undersigned, being 18 years of age or older and therefore an adult according to the laws of the State of Ohio, in consideration of the educational advantages and opportunities afforded me by my participation in this Internship, agree to hold Professor John Brett Buchanan, a member of the faculty of the School of Visual Communication Design and coordinator of this Internship; Kent State University; its Board of Trustees; officers and employees harmless for any direct, indirect, special or consequential damages which I may incur or be held liable for as a result of my participation in this internship.

FURTHERMORE, I agree to accept full and total responsibility for my actions at all times while a participant in the above described Internship.

I have read the above terms and conditions of this Hold Harmless Agreement and I understand and agree to the terms and conditions of this agreement.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Name Printed

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone E-mail

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by [Signature] This cannot be the Internship Coordinator

\_\_\_\_\_  
Witness Name Printed

\_\_\_\_\_  
Witness Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name Printed

\_\_\_\_\_  
Place of Internship

\_\_\_\_\_  
Semester Enrolled Year

**Month / Day / Year**

**Mr. / Mrs. / Miss / Ms. / Name**

**Title [Optional]**

**Company**

**Street Address**

**City / State / Zip Code**

**Their Phone Number / Fax Number / E-Mail Address [Optional]**

**Dear Mr. / Mrs. / Miss / Ms. / Name,**

## **Paragraph #1**

### **Introduction**

This paragraph should introduce yourself and why you are writing to this person. You might explain how you heard about the internship opening or explain that you are inquiring to see if there is an internship opening. Are you writing because of the internship listing, classified ad, referral, etc.? A positive statement that you want to apply for a position which is definitely vacant could be inserted here.

## **Paragraph #2**

### **Background**

This paragraph can let the reader know a little about you. Use action verbs to describe your abilities and talent. What kind of person are you? Let the reader know that you have done your homework by mentioning their work which you have seen or heard about or admired, etc. No B.S. here, be sincere. This paragraph could elaborate on anything in your resume but it is not the place to just restate items listed on the resume. Is there anything that isn't on the resume that might be appropriate here?

## **Paragraph #3**

### **Training**

This paragraph could point out the extent of your training and where you stand in the VCD program. You can mention special programs or experience you have. Mention why you might have the experience they are looking for.

## **Paragraph #4**

### **Interview and/or Follow-up**

Be definite about being available for an interview at this person's convenience. Let them know that you would like to schedule a time to come in and interview and show your portfolio. Be assertive. Do not grovel for an appointment.

## **Paragraph #5**

### **Thanks**

A final statement of appreciation for this person's time and your hope for the opportunity to meet them and have them evaluate your work would be appropriate here. If you have a web page you could mention that they can look up your URL to see more about you and your work.

### **Closing,**

[Sincerely / Cordially, etc.]

### **Signature**

**Your Name**

**Street Address**

**City / State / Zip Code**

**Area Code / Telephone Number / Fax Number / E-Mail / URL**



01.22.03

A portfolio, sometimes referred to as your "book" is a method of displaying and carrying examples of your work. You may choose a utilitarian portfolio or you may choose a more elaborate portfolio case. At this point you may find that the investment in a good portfolio may be too soon or you may find that expending the money now will make your senior year less expensive.

The choice is yours.

The list below represents several, but by means not the only, outlets for portfolios and carrying cases:

**All Media Materiél**

417 E. Main Street  
Kent, OH 44240  
330 678.8078

**KSU University Bookstore**

Kent Student Center  
330 672.2762

**Spink & Gabor, Inc.**

11 Troast Court  
Clifton, NJ 07011  
973 478.4551  
FAX 973 478.2446

**Light Impressions**

P.O. Box 787  
Brea, CA 92822-0787  
800 828.6216  
[www.lightimpressionsdirect.com](http://www.lightimpressionsdirect.com)

**Akron University Bookstore**

302 E. Buchtel  
Akron, OH 44304  
330 375.7624

**Ruppel's Art & Paint Supply**

677 Carroll Street  
Akron, OH 44304  
330 535.9128  
FAX 330 533.6427

**Multicraft**

3991 Medina Road  
Akron, OH 44333  
330 668.2440

**Gaylord Bros**

Box 4901  
Syracuse, NY 13221-4901  
1 800 448.6160  
FAX 1 800 272.3412

**ARTGRAFIX Warehouse**

15 Tech Circle  
Natick, MA 01760  
1 800 443.4421

**Daniel Smith, Inc.**

4150 First Avenue South  
PO Box 84268  
Seattle, WA 98124-5568  
1 800 426.6740  
FAX 1 800 238.4065

**Calumet**

890 Supreme Drive  
Bensenville, IL 60106  
1 800 225.8638  
FAX 708 860.7105

**Multiplex Display Fixture Company**

1555 Larkin Williams Road  
Fenton, MO 63026-3008  
1 800 325.3350  
314 343.5700  
FAX 314 326.1716

**FLAX Art & Design**

PO Box 7216  
San Francisco, CA 94120-7216  
1 800 547.7778  
1 800 343 3529 Customer Service  
FAX 415 468.1940

**Fidelity Products Co.**

5601 International Parkway  
PO Box 155  
Minneapolis, MN 55440-0155  
1 800 326.7555  
FAX 1 800 842.2725

**Perez Custom Case Corp.**

1030 Georgia Street  
Los Angeles, CA 90015  
213 748.0646  
FAX 213 748.4399

Please let me know if any of the above addresses or phone numbers are no longer valid.

# common writing & computer mistakes



[+ 10 points]

Please pick up a copy of:

*The Mac is Not a Typewriter: A Style Manual for Creating Professional-level Type on Your Macintosh*

by Robin Williams

Peachpit Press

ISBN 0-938151-31-2

\$9.95

[+ 5 points]

This book is an invaluable source of information not only for the correct key strokes to achieve the proper characters in typesetting but it also gives some basic and essential rules for typesetting conventions and practices.

[+ 10 points]

Below are some common mistakes made by previous students writing Cover Letters and Resumes in this course. Please remember that you are using a computer not a typewriter and you are now setting type. A typewriter assigns the same amount of space for each letter. On a typewriter an "i" occupies the same width as an "m." However, in typesetting the spacing is proportional to each letter. Also, in typesetting there is only 1 space after a period and/or a colon—not 2 as in typing. For example:

This is a sentence. This is a sentence. [2 spaces used after the period]

This is a sentence. This is a sentence. [1 space used after the period]

[+ 10 points]

Use smaller line spaces between groupings and/or paragraphs instead of full line spaces. For instance, the body copy of this document is set 8/10 in Helvetica Neue 55 Roman but the line spacing between paragraphs is 5 points, not 10 points except after titles or between subject changes.

If you are indenting you do not need to use a line space between paragraphs.

If you are not indenting you will probably need some additional spacing between paragraphs. [See paragraphs above].

Use good typesetting rules such as point size choices, line lengths, hierarchy, etc.

Run your spell and grammar check. Run it again. Have someone else read your letter and resume. Read sentences from the end to the beginning to catch errors.

Learn when to use "who" and "whom."

People are referred to as "who" or "whom" and things are referred to as "that." For example:

Incorrect: "I am a person that likes to ski."

Correct: "I am a person who likes to ski."

Learn the difference between "compliment" and "complement":

I compliment you on what you are wearing.

I would complement your studio's goals and objectives.

Learn the difference between "personal" and "personnel."

Learn the correct spelling of your instructor's and/or references' names.

Use smart quotes or learn the proper key strokes to get quote, apostrophe, inch and foot marks:

' = foot mark

" = inch mark

' = opening single quote

' = apostrophe or closing single quote

" = opening double quote

" = closing double quote

If you use bullets [•] insert a tab space before the type not a space:

- This line utilizes .125" tab space. The second line is also tabbed in although it can also be set as a left indent.

Also, bullets can be specified in different point sizes or plain or bold and can be regular, sub-script or superscript or you can use baseline shift to adjust the placement up or down:

- = 8 pt. bullet
- = 8 pt. bold bullet
- = 12 pt. bullet / regular
- = 12 pt. bullet / subscript
- = 12 pt. bullet / superscript
- = 12 pt. bold bullet

Use boxes found in Zapf Dingbats:

■ = 10 pt. letter "n" plain

□ = 10 pt. letter "n" outline

A hyphen [-] is used to connect two words, between phrases or when a word breaks at the end of a line of type.

Pay attention to hyphenating words at the end of a sentence. Try to avoid hyphenating when possible.

Use an en dash [-] when using dates. For example 2001–2002. The key command is Option/hyphen.

Use an em dash [—] when tying two clauses together in a sentence or when trying to indicate a pause. The key command is Shift/Option/hyphen.

Use the "Find/Change" option under the "Edit" menu to make universal changes. For instance, if you have inserted double spaces after periods or colons you can find them and change them easily.

Watch for widows and rivers in your letters. Watch your rags. Watch your margins.

If you list the software you are familiar with, do not give the version numbers because they change too rapidly.

The use of "I" is acceptable in the Job Objective and in your Cover Letter but not in the Resume itself.

Be careful that the Cover Letter and Resume are not redundant. Use the Cover Letter to elaborate on the Resume, not duplicate it.

Be consistent in the tense usage throughout the Cover Letter and Resume. (Past, present, future tense).

Be sure to put your name and the page number on the second pages of Cover Letters and/or Resumes.

Learn the difference between "its", and "it's" and when to use them:

"it's" is a contraction of "it is"

"its" is a personal pronoun and is possessive:

"They shot the criminal in its leg."

Be sure to use the proper "there", "their" and/or "they're."

Do not use useless phrases such as "as well as" in your writing. These phrases are meaningless and use up valuable space.

Learn the standard proofreader's marks so you will understand my corrections and editing.

Use tab spaces. You cannot get even and consistent indentations with the space bar.

**1. Contact Information Name**

**Set your name apart from the address by using:**

- [No nicknames]
- Different Typeface
- ALL CAPS
- Different point size
- Different color or weight
  
- Additional line space

**Address**

- Permanent contact address

**Phone Number**

- Include area code
- If you are going to have a roommate or parent answer the phone make sure that they are “professional” in their demeanor and that they take accurate messages
- If you are not available to answer the phone, then invest in an answering machine
- Consider purchasing a FAX machine

**Date Available**

- Use only if important

**2. Job Objective [Optional]**

If you have several objectives you will probably need several different resumes. You also might not want to limit your scope. If you think your objectives might be constantly changing, then delete this section. The job objective should be general but should not be too all-encompassing as in the following poor example:  
*I want to be a designer/illustrator in an ad agency, studio or in-house facility leading to a position as creative director.*

**3. Education [All dates from present to past]**

It is not necessary to list high school attendance. It is assumed that you already hold a high school diploma or equivalent in order to have been accepted to your university or college.

Name of Institution [Kent State University]  
 Degree [Bachelor of Fine Arts in Graphic Design under old catalog]  
 Option [Graphic Design or Illustration under old catalog]  
 Please note that there is no such thing as a B.F.A. in Illustration G.P.A. [optional]  
 Date of Graduation [optional]  
 It is not necessary to include beginning and ending dates  
 Course content or Additional Courses [optional]  
 Do not list course titles. For instance, what does “Basic Studio Skills” mean anyway?  
 Special Skills [optional]  
 Special Programs [optional]

- Glyph[x]
- Internship
- Blossom and/or KSUCDA
- Special Problems in Graphic Design [Type Lab, etc.]
- Foreign Study Programs

**4. Experience**

All dates are listed from present to past  
 Position title  
 Company name

- Supervisor’s name is not necessary
- Address and telephone number are not necessary

Duties & Responsibilities

- Be sure to use action verbs in your job descriptions
- Projects and/or Clients [optional]

Dates

- Do not state reason for leaving
- If you have worked at the same location during several different years [such as a summer job] then list it once with the summers worked, i.e.:  
 Triple A Design  
 Summers 1997, 1996, 1995  
 or  
 Triple A Design  
 Summers 1995–1997  
 Internships or GLYPH[X [optional]  
 Special skills [optional]

**5. Awards / Honors / Exhibitions / Scholarships**

This would be a good place to indicate if you have financed 100% of your own education, or any other percentage, through working. Have you received any scholarships or grants? It is not necessary to list cash amounts.

**6. Extracurricular Activities**

Hobbies, clubs [explain role: member, officer, etc.]. Spell out the name of the organization then use the abbreviation. For example:  
 American Center for Design [ACD] or American Institute of Graphic Arts [AIGA]  
 Do not list hobbies which are not current.

**7. Professional Organizations:**

Spell out the name of the organization the first time. You may place the initials in parenthesis or brackets and then use the acronym in later instances. For example:  
 University & College Designers Association [UCDA]  
 Some organizations that you might belong to are:

- American Advertising Federation [AAF]
- American Institute of Graphic Arts [AIGA] Cleveland Chapter
- Cleveland Ad Club
- University & College Designers Association [UCDA]
- Women in Communication [WIC]
- Women in Design / Chicago [WIDC]

**8. Personal Information:**

This whole section is optional [it is nobody’s business].  
 Date of Birth

- Month / Day / Year

Place of Birth

- City / State
- This is really only interesting if you were born some place interesting or unusual.

Height  
 Weight  
 Health

- This should only be listed as “Excellent”

Marital Status / Children  
 Willing to Relocate

**9. Special Skills or Interests / Travel**

**10. Military Service**

Be sure to mention any special skills you might have acquired and/or performed.  
 List Discharge

#### **11. References and Portfolio Available Upon Request**

Do not list names and addresses of references here. You should have a separate sheet of references to leave with a potential employer. Be sure to obtain the permission of your reference in advance of use. An additional section which could be included here is a Background Section. This can give the reader more insight into yourself. Be prepared to back up and elaborate anything in this or any other section of the resume.

#### **Additional Suggestions to Consider:**

- Don't be cute. What you think is clever may not be appreciated by the recipient.
- Keep the design dignified and avoid design cliches.
- Keep the resume to one page and one side only. Two pages are absolutely the maximum for a graduating senior unless you have worked extensively in the field and have come back to school. If you do need a second page then make sure that your name appears on the second page too.
- 8.5" x 11" is the standard size. Trying to make the resume an odd size to make it stand out may backfire on you.
- Use a standard #10 business envelope.
- Print the resume on a good quality paper stock with matching envelope and letterhead for additional correspondence such as cover and thank-you letters.
- Photographs of pieces become obsolete. If you want to have a piece printed showing your work, make sure that it is a quality piece in addition to the resume.
- Do not include a photograph of yourself on the resume. This will disqualify you under Equal Opportunity laws.
- Do not use abbreviations or lingo not easily understood, i.e. B.F.A., KSU, etc.
- Do not use hyphenations.
- Make sure that there are absolutely no incorrectly spelled words. Use correct grammar in the resume and in all of your correspondences. Make sure that you spell the recipient's name correctly.
- Keep the tense the same throughout the resume.
- Try to avoid too many "I's" i.e. "I did this...", "I did that...", etc.
- Typesetting is preferred. 300 DPI laser prints are not typeset quality. Use a minimum of 600 DPI for print outs. 1200 DPI is preferable.
- Some inks are water soluble and can smear.
- Nothing beats a beautifully printed resume on a white 100% cotton stock.
- Be sure that your envelope will go through the mail. Some transparent vellum envelopes can be a problem. You might want to test it by sending something to yourself first before sending it out to potential employers.
- If you intend to send out a disk of your resume, portfolio, etc. be sure that it is compatible with the equipment of the recipient. Make sure that it is self-running.
- If you have your own personal website make sure that it works in all browsers and on all platforms. Just because it works on a Mac does not mean that it will work on a PC.



## Internship 1 & 2 Students:

All requirements for these two courses have been printed and handed out to you in class.

However, we are constantly bombarded with questions as to what is needed to complete the course requirements.

First of all read the course hand-outs. Secondly read this notice.

To receive credit you must complete the following:

### Internship 1:

- Class Policy Agreement
- Resume
- Cover Letter
- Thank You Letter/Card
- Preliminary Portfolio Review
- Final Interview Portfolio Review

### Internship 2:

- Hold Harmless Agreement / Policy Agreement  
[must be handed in before beginning the internship]
- Evaluation Letter from Employer including the following information:
  - Student's name
  - Dates of employment
  - Total hours worked
  - Brief description of job duties
  - Satisfactory or Unsatisfactory performance
- Self-evaluation Letter
- Time Sheets are optional

Be sure to include which semester you signed up for the original credit.

Failure to complete any of the above requirements will result in your failing to complete the courses and your failing to graduate.

Thank you for your cooperation.

John Brett Buchanan

## To the Employer:

Thank you for agreeing to participate in the Visual Communication Design Internship Program.

At the end of the Internship we ask that each employer evaluate the performance of the student intern. Although students enroll for credit for the internship experience we ask only that you to give a "pass/fail" evaluation of their performance rather than a letter grade [please note that an "Unsatisfactory" evaluation will be recorded and computed as an "F" grade on the student's permanent record.]

Your evaluation [on company letterhead] needs to state:

- Student's name
- Dates of employment
- Total hours worked
- Brief description of job duties
- Satisfactory or Unsatisfactory performance

Any additional comments you wish to make regarding the student would be appreciated.

Such comments might include:

- Work habits
- Attitude and enthusiasm
- General conduct and appearance
- Attendance
- Knowledge and preparedness
- Willingness to learn
- Strengths and weaknesses

We appreciate your participation in helping to make the VCD Internship Program a success and, hopefully, a rewarding experience for all.

Thank you for your cooperation.

Your evaluation letter, signed by you, may be sent directly to:

**John Brett Buchanan**

Internship Coordinator  
School of Visual Communication Design  
231 Art Building  
Kent State University  
Kent, Ohio 44242-0001

T 330 672.2605

F 330 672.3694

E [jbuchana@kent.edu](mailto:jbuchana@kent.edu)

# student internship self-evaluation

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Please hand in a self-evaluation at the end of your internship experience.

This letter is to be addressed to John Brett Buchanan and can be one to two pages in length describing your job experience.

Please include the following information:

- Your name
- Place of employment
- Your job description
- Job duties
- Types of jobs you completed
- What did you feel confident about yourself and/or your training?
- What did you feel you needed to know before you started this internship?]
- Would you recommend this internship to a fellow VCD student?
- Should it remain or be added to the VCD Internship List or should it be deleted?]
- Was this a positive experience?
- What did you learn?

Be sure to indicate the semester and year that you registered for Internship 2 credit.

Be sure to include the semester and year that you completed the internship.

Time Sheets are optional.

portfolio agreements  
evaluation  
requirements letter  
policy interview



Questions may be directed to: **John Brett Buchanan**  
Internship Coordinator  
School of Visual Communication Design  
220 Art Building  
Kent State University  
Kent, Ohio 44242-0001

330 672.2605  
FAX 330 672.3694  
jbuchana@kent.edu

...QUESTIONS ANSWERED