

INTERNSHIP HANDBOOK

COLLEGE FOR CREATIVE STUDIES

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INTRODUCTION

The Internship Program at the College for Creative Studies allows qualified students to earn academic credit while gaining first-hand experience in their chosen fields. The internship program was developed at CCS to encourage experiential learning. Although administrative duties are eminent, the internship candidates are required to participate in the creative process in order to earn 3/6 academic credits.

CCS believes that working on-site is invaluable in a variety of capacities; however, we grant 3/6 credits to students for putting their creative knowledge to work in a real-world setting. Internships will help students to learn soft skills such as how to work as a team member, cope with client demands, and meet deadlines.

These internships are administered by the Executive Director in the Office of Partnerships Office and the assigned Faculty Sponsor.

The Internship Program is offered in all departments:

BFA - Advertising Design, Art Practice, Communication Design, Craft and Material Studies, Entertainment Arts, Fashion Accessories Design, Illustration, Interior Design, Photography, Product Design and Transportation Design.

MFA – Color & Material Design, Experience Design and Transportation Design.

Goals of the Internship Program at CCS:

1. During the Internship Program, students will increase their knowledge and understanding of life after CCS.
 - a. Students will gain increased proficiency in working with and for others. This may include learning to work in teams or groups and with individuals of diverse backgrounds.
 - b. Students will learn about professional expectations with regard to performing work responsibilities.
2. During the Internship Program, students will acquire valuable skill development and learning.
 - a. Students will develop specific professional skills related to their academic major.
 - b. Students will increase their understanding of concepts taught in college classes through varied internship responsibilities and exposures.

Credit

Each Internship opportunity is limited to 3 credits. Students can receive no more than a total of 6 credits for internship involvement throughout the duration of their college career at CCS.

Liberal Arts Credit: If a student participates in an internship and wishes to apply for 3 credits in Liberal Arts, he or she must contact the department chairperson to receive written approval *prior* to the start of the internship. The department chairperson will define the scope of the project and outline the assignment(s) required in order to receive the credit.

Credit cannot be requested retroactively.

Responsibilities

Employers

Employers will be responsible for providing career-related work that is challenging, yet appropriate for college level juniors and seniors.

Employers will be responsible for 50% of the intern's grade. This will be based on a final evaluation that the employer will be asked to complete at the conclusion of the internship. This process will be supported by the Office of Partnerships.

Faculty Sponsor

Upon qualifying for participation in the Internship Program, students are assigned to a Faculty Sponsor who is responsible for specific phases of the internship program.

The Faculty Sponsor will maintain weekly communications via the weekly journals on Canvas. This will allow the Faculty Sponsor to monitor the student's progress and help the student realize their fullest potential. This will also allow the Faculty Sponsor to provide guidance where necessary and assist the student in integrating classroom learning into the workplace. Weekly Journal submission is worth 15% of the grade.

Faculty Sponsor will have two check-ins with the student over the course of the semester. Students will make arrangements for these meetings and will be prompted to do so via Canvas. This is worth 20% of the grade.

The Faculty Sponsor is responsible for coaching the student on preparation as well as content and other deliverable requests for the final presentation.

The Faculty Sponsor grades the intern on their final presentation. The presentation is worth 15% of the grade. The faculty sponsor submits the final grade via Canvas.

Office of Partnerships, Career Development Team

Supports the internship onboarding process.

Functions as the liaison between the college and the internship site supervisor (as needed).

Intern

In addition to fulfilling the requirements set forth by the Site Supervisor, the intern will be required to maintain the Internship Hours Log (minimum of 135 hours), complete the weekly journals, complete an Internship Site Evaluation Form and prepare & present the final presentation. This will all be made available via Canvas.

Weekly Journals

Interns must submit their journals weekly on Canvas. Only the intern, his/her/their Faculty Sponsor, and the Career Development Office will be able to view the journals. Again, the student is to submit a journal entry each week. Failure to do so will result in a lower grade.

The expectation of the weekly journal is to assist the student in discovering his/he/their skills, strengths and interests. It is intended to allow the student the opportunity to reflect on the intern experience and help him/her/them assemble a career direction.

Different topics may be picked from week to week.

Some suggestions include:

1. *Accomplishments*: Outline what you have accomplished during the last week. Detail why it is an accomplishment.
2. *Goals and Objectives*: List some goals that you have for the upcoming weeks and your objectives for reaching that goal. Be sure to monitor the progress of your goals in future journals.
3. *Personal*: Reflect on your attitude, thinking or feelings that are happening as a result of your internship. This will help put things in perspective.
4. *Learning Experiences*: Give an example of a lesson learned as a result of something that happened during the week.
5. *Feelings*: Take a moment to analyze the office dynamics or the relationship between two co-workers. Think about how they interact, communicate ideas, handle conflict and participate in groups. Reflect on your own interpersonal skills. Comment on this (both positive and negative).
6. *Time Management*: Describe how you use your time, prioritize projects, complete projects, complete routine tasks and organize your work load. Measure your effectiveness and determine new and different ways to manage your time.
7. *Projects*: Describe projects and assignments including time frame.
8. *Positive People*: Identify and describe people in your working environment who have done something of significance for you, with you, or have made a positive contribution to the work effort. It is good to identify and recognize the positive actions of those you work with.

This journal is not intended to be busy work rather as an aid in your professional development. Please take the time to put some thought into your responses.

Below are the instructions to access the journals for interns.

Go to: <http://mail.collegeforcreativestudies.edu/>

Click on Canvas

Log in with your credentials

Click on Courses. Select the Internship Course.

Click on Modules

Click on Journals

Note: Please read the responses/comments from Career Development and/or your Faculty Sponsor.

Final Presentations

The final presentation will be made to your Faculty Sponsor. You may make your presentation at your internship site or select a place on campus. It is your responsibility to reserve a spot for your presentation and coordinate the date and time with your faculty sponsor. You will be prompted to do so via Canvas. Your presentation is expected to be presented in a polished and professional manner.

In addition to reflecting on your duties as an intern and sharing non-proprietary samples of your work, you may also include the following topics in your presentation:

1. Company:

- Describe what your organization does, it's structure etc.
- Your assigned duties and responsibilities
- The training/supervision that you received

2. "Experience":

- How did you work? Alone, on a team, etc
- How did you and your work fit into the company?
- How did you balance school/internship?
- If you left Michigan, talk about the place that you traveled to, the culture etc.

3. You:

- What did you learn? What new skills did you develop?
- What did you discover about yourself? Strengths, weaknesses? New interests? New dislikes?
- How will this influence your future academic experiences?
- What skills did you learn during the internship that you will extend into the classroom?
- What classroom learning did you extend into the internship experience? What was the most valuable skill/tool?
- What surprised you the most about this experience?
- How did this experience influence your future as an artist and/or designer?

**If the presentation takes place at the end of the semester, an Incomplete grade will be assigned until the completion of the final presentation.*

Grading

Students must complete the requirements for faculty sponsor and the internship site. Failure to complete any of these components will result in a failing grade.

Internship Hours Log (SAMPLE) – This will be available on Canvas

Intern Name: _____

Supervisor Name: _____

Week	Date : week ending	Hours Worked	Supervisor Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Final Evaluation (SAMPLE) – This will be available on Canvas

Student's Name _____

Semester / Year _____ Employer _____

Supervisor Name _____ Phone _____

Please assign a numerical rating to each category as well as adding comments, examples, and observations to clarify meaning.

- 5 Excellent - exceeds expectations
- 4 Above Average - performs above the requirements of the position
- 3 Average - performs all duties commensurate with the position
- 2 Below Average – performance lacks in some aspects
- 1 Unsatisfactory – lacks ability

Position Performance:

Quality of work <i>produced</i>	5	4	3	2	1
Ability to handle deadlines	5	4	3	2	1
Accuracy and thoroughness	5	4	3	2	1
Original and creative thinking	5	4	3	2	1
Willingness to learn	5	4	3	2	1

Comments _____

Work Habits:

Takes the initiative, self-starter	5	4	3	2	1
Accepts responsibility	5	4	3	2	1
Reacts well to criticism	5	4	3	2	1
Strong computer/technical skills	5	4	3	2	1
Cooperative with others	5	4	3	2	1

Comments _____

Overall Evaluation:

Based on your above scoring tally the intern's overall performance.

Excellent	Above Average	Average	Below Average	Unsatisfactory
(50-45)	(44-40)	(39-35)	(34-30)	(29-0)

How well prepared is the intern to pursue a career in the profession?

What skills or practices do you feel were the intern's strengths?

What area(s) does the intern need improvement?

How can CCS' curriculum better prepare students for a career in this profession?

How can the CCS Career Services Office better serve your needs as an employer/internship site?

This is to verify that _____ completed an internship under my supervision.

Supervisor's Name (Print)

Supervisor's Signature

Intern's Name (Print)

Intern's Signature

Internship Grading Summary (SAMPLE) – This will be available on Canvas

Student Name: _____ Internship Site _____

This section to be completed by Career Services on behalf of the Employer:

Excellent (50-45)	Above Average (44-40)	Average (39-35)	Below Average (34-30)	Unsatisfactory (29-0)
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Employer Rating: _____ / 50

This section to be completed by Career Services:

Weekly Journals

Points Possible: 15

Points Received: _____

Log of Hours

Points Possible: 5

Points Received: _____

Internship Site Evaluation

Points Possible: 5

Points Received: _____

Career Development Rating: ___ / 25

This section to be completed by the Faculty Sponsor:

Final Presentation

Points Possible: 25

Visual Presentation: Professional, well-crafted materials/visual aids, organized layout

Content of Presentation: Included intern duties, new skills learned, how internship will influence future academics, and work samples, if applicable,

Delivery of Presentation: Well planned, communicates content clearly, dressed appropriately, speaks with clarity, gives appropriate eye contact

Points Received: _____

Faculty Sponsor Rating: _____ / 25

Overall Rating: _____ / 100

Overall Grade: _____

**NOTE: All components must be completed to receive a grade. Failure to complete any section of the three components will result in a failing grade.*

Code of Conduct

The intern agrees to:

Complete the requirements of the internship program.

Abide by the personnel policies of the internship site; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.

Perform duties in an ethical and professional manner.

Maintain confidentiality concerning any sensitive information encountered in the workplace.

Maintain balance of both classroom work as well as the internship program requirements.

I have read and acknowledge the information in this handbook and I agree to abide by its terms and conditions.

Print name

Date

Signature