Completing the Internship Contract for Graphic Design
Department of Design, Housing, and Apparel

Information and Documents:
- Frequently Asked Questions About Internships in Graphic Design – specific information about the internship requirements
- Internship Learning Agreement (complete on GoldPASS) – your proposed learning agreement -- which must be agreed upon by your faculty adviser and internship site supervisor – and internship course registration information
- CDes Internship Program: Responsibilities & Terms of Arrangement – an outline of the responsibilities of the faculty academic adviser, internship site supervisor and student
- Internship Guide (online) – general information on finding and preparing for an internship
- Internship Scholarship – a competitive grant that awards up to $500 to DHA students in paid or unpaid internships. Applications are available in the rack outside CDes Student Services (12 McNeal Hall) or online.

Internship Checklist (Be sure to complete these in order.):

- Access and read thoroughly all of the information and documents listed above.

- Meet with your faculty adviser early in the semester PRIOR TO the semester in which you wish to complete the internship to:
  - discuss your internship plans and initial ideas about learning goals and objectives,
  - understand the internship requirements and process

- Visit Career and Internship Services in 198 McNeal Hall for assistance in locating an internship, writing your resume, creating your portfolio, and practicing your interview skills.

- Meet with the potential internship site supervisor to discuss the possibility of an internship.
  - Provide him/her with a copy of the CDes Internship Program: Responsibilities & Terms of Arrangement.
  - Arrange the details of the internship with him/her. Discuss your proposed learning goals as well as tasks, projects and responsibilities that will allow you to meet those goals.

- Work with your faculty adviser to finalize your learning goals and objectives.

- If you will need any accommodations or if you would like to discuss accommodations related to a documented disability, you are strongly encouraged to speak with your faculty adviser and your internship site supervisor, as well as consult with University of Minnesota Disability Services, in preparation for your internship experience.

- Complete the Internship Learning Agreement on GoldPASS:
  1. Log in to your GoldPASS account (If you have not used GoldPASS before, you will be prompted to set up your account before you can complete your Internship Learning Agreement.)
  2. Select “Complete Internship Agreement” on the left side of your GoldPASS homepage.
  3. Follow the prompts to complete the form.
  4. Enter your e-signature and career services office then click finish.
  5. Once you have submitted your Learning Agreement on GoldPASS, it will first be reviewed and processed by Career and Internship Services. Then it will be automatically emailed to your internship site supervisor for their electronic approval. (You should alert your internship supervisor that they will be receiving this email.)
  6. After your internship site supervisor has approved the Learning Agreement, an email will be sent to your faculty adviser for their electronic approval.
  7. Once your Learning Agreement has been approved by BOTH your internship supervisor and your faculty advisor, then - and only then - will you be issued a permission number via email from the DHA office. Please note that this process may take a few days depending upon how quickly your Learning Agreement is approved at all levels.

- Register for GDES 4196 with a permission number:
  - Once approved by all parties, the DHA office will email you a permission number allowing you to register for GDES 4196.
IMPORTANT NOTES:

- It is important to register for GDES 4196 for the semester in which you are completing your internship hours.
- Permission to register will not be granted until the contract has been completed in full and approved by all parties.

QUESTIONS?  Contact your faculty adviser.

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**Internship Information for Graphic Design**

**What:**
The internship is an opportunity to work in a professional environment under the guidance of design professionals. It is a transition step between your education and your professional career.

**Who:**
Graphic design majors who have taken GDES 3352 are eligible to complete the required for-credit internship. You may register for 1 - 4 credits of GDES 4196. When registering, be sure to select the section assigned to your faculty adviser. The grade base is S/N. For each academic credit, a minimum of 45 hours of work is expected, but you should be aware that most internship positions will involve more than the minimum 45 hours per credit.

Your departmental faculty adviser will serve as your internship faculty supervisor. The terms *faculty adviser* and *faculty supervisor* are used interchangeably.

**Where:**
Consider your career goals when thinking about finding an internship. Meet with your adviser to discuss possibilities for internships that will provide you with the experiences you need to succeed in your career. You might work in a design firm, an advertising agency, or an in-house design group within a company or institution. You might focus on specific areas such as web design, publication design, or exhibit design. Our goal is for you to work with design professionals; therefore, typical freelance jobs might not meet the internship criteria. Your search for an internship will be much like a job search, and you want to find a position that will be appropriate for your interests and abilities.

It is your responsibility to schedule appointments with the appropriate individuals in order to arrange for the internship. Internship postings are listed in GoldPASS, although students frequently find an internship by contacting a work site directly to inquire about internship possibilities. You may also peruse information on internships previously done by DHA students on InterNetwork. Staff in Career and Internship Services (198 McNeal Hall) can help you in your internship search and can provide useful information about resume and cover letter writing.

Your faculty adviser must approve your internship before you register for it.

**When:**
You may complete your internship during fall or spring semester or during the summer term. Faculty advisers may not be on campus in the summer, so you will need to make special arrangements with your adviser during spring semester as well as make arrangements for submitting your internship documentation materials to your faculty adviser by the last day of the summer term.

**How:**
In the Internship Documentation section of the Internship Learning Agreement (in GoldPASS), the **Description field** should list the following items to be completed for credit:

- a journal that describes daily and/or weekly activities
- a 2-3 page synthesis paper that (a) describes your internship and how you met your learning goals and (b) relates the internship experience to your design education (e.g., In what ways did you use what you learned in school? What did you learn at the internship that you could not learn in a classroom setting?)
- examples of work produced during your internship
- a letter of evaluation from your site supervisor
Check the specific internship documentation with your faculty supervisor before you start your internship. You should also check in with your faculty adviser during the mid-point of your internship. Upon completion of the internship, turn in the internship documentation required by your faculty adviser. Your faculty adviser will assign a grade after all required documentation has been received and reviewed.