

# **Kendall College of Art and Design** of Ferris State University (KCAD)

17 Fountain Street NW Grand Rapids, MI 49503-3002

### **INTERNSHIP PROGRAM**

**Carol Sloan, Coordinator of Academic Advising** 

E-mail: carolsloan@ferris.edu

Mary Kolenda, Coordinator of Academic Records

E-mail: kolendam@ferris.edu

**Please note:** You must first meet with your faculty advisor or program chair before filling out this packet, in order to get your internship approved. Signed registration must be submitted to the **Student Services office** prior to the end of drop/add for the semester in which you want to be registered.

#### This packet includes the following forms:

- 1. Internship Requirements & Process
- 2. Registration Form
- 3. Internship Evaluation
- 4. Reflective Summary
- 5. Internship Journal
- 6. Time Sheet
- 7. Tips for a Successful Internship

### 2024 - 2025 Internship Deadlines

**To register your internship for credit,** fill out the two-page registration form completely and submit it *along with a written description* of the internship to the **Student Services office** prior to the drop/add date of the semester you will receive credit (by Thursday at 5:00pm during the first week of classes for that semester).

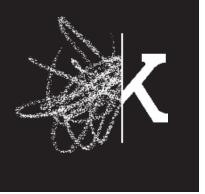
Turn in two-page registration form AND a written description of internship:

Fall 2024	due by 5:00pm on Thursday, August 29, 2024
Spring 2025	due by 5:00pm on Thursday, January 16, 2025
Summer 2025	due by 5:00pm on Friday, May 23, 2025

**At the end of the semester,** submit the following items to the **Student Services office** by the deadline date. Your deadline date is determined by the term in which you are billed for the credit hours. If you are spreading the credit hours over a number of terms, your deadline date is determined by the term in which the final credits were applied.

Turn in completed evaluation, reflective summary, journal, time sheet:

Fall 2024	due by Wednesday, November 27, 2024
Spring 2025	due by Friday, April 18, 2025
Summer 2025	due by Wednesday, August 6, 2025



# **INTERNSHIP PROCESS**

- **Step 1.** Secure a **JOB DESCRIPTION** from your employer.
- **Step 2.** Complete **INTERNSHIP REGISTRATION FORM**:
  - a. Please bring your internship job description and internship registration form with you when you meet with your program chair. The program chair must approve the internship for credit by reviewing the job description and signing the registration form.
  - **b.** Discuss the number of credits you are eligible to receive and write that number on the registration form and the term in which you would like to apply the credit- write in the year.
  - **c.** Employer must also complete and sign their section of the **REGISTRATION FORM.**
  - **d.** If you are an international student, please have the International Student Advisor confirm your immigration status, by completing the **INTERNATIONAL** portion of the form.
  - e. Submit the completed **INTERNSHIP REGISTRATION** and **JOB DESCRIPTION** to the **Student Services Office**.
  - f. The Registrar's Office will register you for the number of credits and the specific term requested on the registration form. Please check your schedule in your MyFSU account to ensure that your internship has been registered.
- **Step 3.** Keep a **JOURNAL** of your internship experience and track your hours using the **TIME SHEET** provided.
- **Step 4.** Upon completion of required hours:
  - **a.** Meet with the employer to review your completed **EVALUATION FORM**. Both signatures are required on the evaluation. A signature is also required on the **TIME SHEET**.
  - **b.** Complete the **REFLECTIVE SUMMARY**.
  - **c.** The date for submitting the internship materials is listed on the cover of the internship packet.
  - **d.** You will receive an email reminder (Ferris email) 2-weeks prior to your deadline.
  - **e.** These materials **must be submitted** by the deadline.
  - f. The internship materials submitted will be forwarded to the program chair who will grade the internship CREDIT or NO CREDIT based on the journal, summary, and the evaluation.
  - g. The INTERNSHIP JOURNAL, EVALUATION, TIME SHEET, and SUMMARY will be returned to you.

#### **IMPORTANT INFORMATION**

- Get approval for your internship as soon as you have secured the position.
- Internships completed in previous terms, without program chair approval, will not be considered for credit.
- Internship credits applied after the "Drop/Add date" of each term cannot be included in your financial aid consideration for that term.
- Students have the option to apply the internship credit to an alternative term as long as the internship has been approved by the Program Chair.

#### **HOURS TO CREDIT REQUIREMENTS**

3 Credits: 9+ hours/week for 15 weeks = 135 hours 6 Credits: 18+ hours/week for 15 weeks = 270 hours 9 Credits: 27+ hours/week for 15 weeks = 405 hours



# **Kendall College of Art and Design** of Ferris State University

17 Fountain Street NW Grand Rapids, MI 49503-3002

#### **INTERNSHIP REGISTRATION FORM**

#### 1. STUDENT INFORMATION

Name:						
Local Phone:	Ferris Email	:				
Description of Internship (ma	ay attach separate sheet if needed):					
I have <b>reviewed</b> the internship decredit for my internship experien	•	ents and responsibilities needed to secure				
Intern Signature:		Date:				
*International Studen						
KCAD International Coordinat	tor:					
Non-Immigrant Status Code: Date:						
2. HOST ORGANIZAT	ΓΙΟΝ					
		State:ZIP:				
Company Phone:	Hours/Week: Ho	ourly Rate:				
I will:						
<ol> <li>Support and provide a sup</li> <li>Provide a detailed internsh</li> <li>A safe working environmen</li> <li>Upon completion of the inprovided and discuss the rown</li> <li>Notify the Kendall Intern Completion</li> <li>Keep the student's education</li> </ol>	nt for the intern and space and equipment to com ternship, I will evaluate the intern's performance b	tatus or performance. ne FERPA				

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_



## **REGISTRATION FORM CONTINUED**

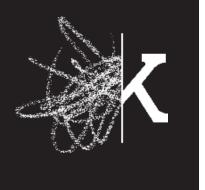
#### 3. FACULTY APPROVAL (Program Chair or designated faculty member)

Credits per semester:	Fall	Spr	ring	Sumn	ner
-	(#CR) (Year)	(#CR)	(Year)	(#CR)	(Year)
Credit Applied to:	An Open Elective	or	In Lieu of Cla	ss* Course#_	
or	Internship credit	KC 402			
	ed to submit any addition ther than the forms in this		r attend an inter	nship debriefing a	as a
Yes	No				
If yes, please list the additional	al information so that we may	include those requi	rements in the docu	umentation of this int	ernship.
internship responsibilitie	is prepared and has exhibes as listed in the job desc substantive and meaning	ription and that	the internship d	escription, as pres	ented by the
I have reviewed the	he written description o	f the internship	<b>).</b>		
Program Faculty Signa	ature:			_ Date:	
Please Print Name: —					
*If credit is applied in Lieu of C	lass, please complete the <b>COUR</b>	SE PERSMISSION F	<b>ORM</b> and attach to r	registration form.	
OFFICE USE ONLY	, ,				
Coordinator of Acade	mic Records				
This student is registered	d for: Credit	ts for	Term;	Co	ourse #
	Credit	ts for	Term;	Co	ourse #
			Term;		ourse #
Coordinator of Acader	mic Records:		Da	ate:	
Coordinator of Academ	nic Advising:		Da	ate:	



# **EVALUATION**

Student: _			Organization:					
Evaluator/I	nte	rn Supervisor:						
	2 3 4	Unsatisfactory Poor Fair Commendable Exceptional	(Never demonstrates this ability / does not meet expectations) (Seldom demonstrates this ability / rarely meets expectations) (Sometimes demonstrates this ability / meets expectations) (Usually demonstrates this ability / sometimes exceeds expectations) (Always demonstrates this ability / consistently exceeds expectations)					
Basic Worl	k Ha	abits						
	2.	Exhibits a positive	s scheduled and on-time and constructive attitude ance are appropriate for this organization					
Profession	nal 8	& Career Develop	ement Skills					
	2.	Demonstrates ab	vated approach to work ility to set appropriate priorities/goals nal behavior and attitude					
Character	Att	ributes						
	2.	Brings a sense of values and integrity to the job Behaves in an ethical manner Respects the diversity (religious/cultural/ethnic) of co-workers						
Organizat	ion	al Effectiveness S	ikills					
	2.	Fits in with the no	and and support the organization's missions/goals  orms and expectations of the organization  ropriate authority and decision-making channels					
Interperso	na	l & Teamwork Ski	lls					
	2.	Supports and cor	olves conflict in an effective manner ntributes to a team atmosphere sertive but appropriate behavior					
Ability to	Lea	rn						
	2.	Seeks out and uti	d purposeful questions lizes appropriate resources pility for mistakes and learns from experiences					
Reading/V	Vrit	ing/Computation	n Skills					
	2.	Communicates id	nds/follows written materials leas and concepts clearly in writing lematical procedures appropriate to the job					



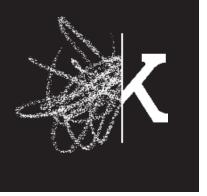
# **EVALUATION CONTINUED**

Listening & O	ral Commu	nication	Skills									
2.	<ol> <li>Listens to others in an active and attentive manner</li> <li>Effectively participates in meetings or group settings</li> <li>Demonstrates effective verbal communication skills</li> </ol>											
Thinking & Pr	oblem Solv	ving Skil	ls									
	Breaks dov Brainstorm Demonstra	ns / develo	ps opti	ons an	d ideas.		geable p	ieces				
What indication of the Busines		u observ	e that	the in	tern un	dersta	nds the	profes	ssion in the larger context			
Open Categoi	ry: Technic	cal Skills	specif	ic to t	his indu	ıstry.						
	y your orga	nization)	) that h	ave no	ot been	previou		•	sion or career-field is evaluation? If so, please			
1.												
2.												
Additional Co	mments:											
Overall Perfo	rmance (If	I were to	rate th	ne inte	rn at th	e prese	nt time)	)				
Unsatisfactory		Poor			Avei	rage		Goo	d / Outstanding			
0	1 2	3	4	5	6	7	8	9	10			
To assist the s please take th				_	-	_			needing improvement, u.			
Student Signat	ture:							Date	e:			
Evaluator Signature: Date:												



# **INTERNSHIP REFLECTIVE SUMMARY**

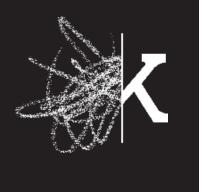
Na	me: Date:						
	This <b>reflective</b> summary will assist you in evaluating your <b>personal</b> and <b>professional</b> internship experience. This summary should be candid and indicate both positive and challenging aspects of your experience.						
1.	Did the internship description accurately reflect the internship experience?						
2.	What specific classes or class experiences were useful in preparing you for this internship?						
3.	What additional course work and/or experiences would be helpful in <b>improving</b> your success in this internship or future jobs?						
4.	What did your internship teach you about your field ?						
5.	During the internship, what were two accomplishments that you were the most proud of?						
6.	What new skills did you acquire during this internship that will be valuable to you in the future?						
7.	Has this internship experience and your reflection upon it, led you to <b>adjust</b> any of your personal or professional goals?						
8.	Reflecting on this internship, <b>ultimately</b> , what type of work environment and management style would provide you the atmosphere to be successful, professionally satisfied, and creative?						
9.	What two questions will you ask your next employer during an interview about the job that will help yo determine if that position will be a good fit?						



# **REFLECTIVE SUMMARY CONTINUED**

10.	What is the most valuable thing yo	ou learned about <b>yourself</b> as a result	t of this internsh	nip experience?
11.	Please describe the quality of your expertise, delegate responsibility, a	supervision. Was your supervisor k available, helpful, did you receive a		
12.	Would you recommend this intern intern coming into this organization		nd what <b>advice</b> v	vould you give ar
13.	How did you find this internship?			
	Faculty member	A Fellow Student	Handshake web	osite
	Approached the company	Family/Friend	Other online job	board
	Currently employed at company	Campus Networking	Facebook	
	LinkedIn	Other Networking	Other	
14.	If you selected other, please explai	n:		
	Please rate the following statemen		2 2000	4 - acusa atuan ali
4	0 = not applicable 1 = disagree str	rongly 2 = disagree somewhat	3 = agree	4 = agree strongly
	0 = not applicable 1 = disagree str This experience gave me a realistic pr	rongly 2 = disagree somewhat eview of my field of interest	-	4 = agree strongly
2.	0 = not applicable 1 = disagree str This experience gave me a realistic productional respo	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased	_	4 = agree strongly
<ul><li>2.</li><li>3.</li></ul>	0 = not applicable 1 = disagree str This experience gave me a realistic pr I was able to assume additional respo The work environment encouraged m	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input	_	4 = agree strongly
<ul><li>2.</li><li>3.</li><li>4.</li></ul>	0 = not applicable 1 = disagree str This experience gave me a realistic produced lives able to assume additional responsible to assume additional responsible work environment encouraged mass treated on the same professional	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input all level as the other employees	_	4 = agree strongly
<ol> <li>3.</li> <li>4.</li> <li>5.</li> </ol>	0 = not applicable 1 = disagree str This experience gave me a realistic production of the work environment encouraged means that the work I did was challenging and streams of the work I did was challenging and the work I did was challeng	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input all level as the other employees cimulating	_	4 = agree strongly
<ol> <li>3.</li> <li>4.</li> <li>6.</li> </ol>	0 = not applicable 1 = disagree str This experience gave me a realistic production of the work environment encouraged means treated on the same professions. The work I did was challenging and stream of the work I did was challenging and structure was enough work to keep me be	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input all level as the other employees cimulating busy		
<ol> <li>3.</li> <li>4.</li> <li>6.</li> <li>7.</li> </ol>	0 = not applicable 1 = disagree str This experience gave me a realistic production of the work environment encouraged means treated on the same professional. The work I did was challenging and stream of the work enough work to keep me be the My supervisor provided a directed learn	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input al level as the other employees cimulating busy ning experience and provided feedback	and suggestions c	
<ol> <li>3.</li> <li>4.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>	0 = not applicable 1 = disagree str This experience gave me a realistic production of the work environment encouraged means treated on the same professions. The work I did was challenging and stream of the work I did was challenging and structure was enough work to keep me be	rongly 2 = disagree somewhat eview of my field of interest ensibility as my experience increased ne to provide feedback and input all level as the other employees cimulating busy ning experience and provided feedback field after this internship experience	and suggestions c	

 $<sup>*</sup>This \ reflective \ summary \ will \ remain \ confidential \ and \ will \ only \ be \ reviewed \ by \ the \ program \ chair \ and \ the \ General \ Advising \ Counselor.$ 



#### THE INTERNSHIP JOURNAL

The Journal is a collection of notes, on your observations, new skills, projects, reflective thoughts, questions and feelings about your internship experience. Record your observations in your journal on a daily basis, while they are fresh in your mind. You may include photos, examples of work meeting notes, sketches, etc. to verify your experience. All materials will be returned to you.

The following are suggestions of topics and observations to help you document your experiences and impressions of the organization and the people within it.

- · Chain of command or organizational chart
- Conflicts and how they were resolved
- Management style
- · Meeting notes and impressions
- Technology
- · Your values versus the organization's values
- Organizational culture
- Communication styles
- Resources to complete your job
- Morale of employees
- Relationship with co-workers and direct supervisor
- Meetings attended and Team project participation
- Physical environment and workspace
- What suggestions would you make if you had the company President's ear for one hour.
- Did your classroom experience prepare you for the technical portions of this job?
- What have you learned about yourself? (Preferred work environment, your skills, essential skills, for this type of work, preferred management style, co-workers, team or independent work, etc.)
- What positive contribution or influence did you make during your internship?
- Document accomplishments and/or new skills that you can use on your own resume.
- You may include items such as: portfolio pieces, meeting notes, design briefs, or anything that documents your experiences.



# **INTERNSHIP TIME SHEET**

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
Sunday															
Weekly Totals															
Supervisor's Initials															

Total internship Hours: _	
Supervisor's Signature:	



### TIPS FOR A SUCCESSFUL INTERNSHIP

- 1. Keep your expectations in check.
- 2. Discuss your schedule with your supervisor and be on time. Call if you are running late.
- 3. Dress appropriately by following the organization's dress code.
- 4. Keep positive and take initiative.
- 5. Ask if you can attend staff meetings, conferences or any lectures.
- 6. Join in lunch or social activities using your best judgement on evening activities.
- 7. Keep your work area tidy and if you complete an assignment, ask for another.
- 8. Do not participate in office gossip or negativity.
- 9. If you have any concerns or problems during the internship, please discuss with the General Advising Counselor or a faculty member who can guide you.
- 10. Upon the completion of your internship, ask you supervisor for a letter of reference or ask if you may use them as a professional reference.
- 11. Ask your co-workers to critique your portfolio and leave a resume with each of them.
- 12. Ask to connect with your supervisor or co-workers on your professional networking site, such as LinkedIn. Get a LinkedIn reccomendation!
- 13. Ask permission to include you projects in your portfolio if possible (this may not be possible due to intellectual property concerns).
- 14. Send a thank you note to your supervisor for giving you the opportunity. A great networking tip!
- 15. Update you resume with the internship experience including your accomplishments or new skills that were acquired during the experience.