

INDUSTRIAL DESIGN

METROPOLITAN STATE UNIVERSITY OF DENVER

Internship *Provider Packet*



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Overview of the Industrial Design Internship

The Industrial Design Internship is a program that helps students to connect the skills they have learned in the classroom with the demands of real-world design employers. Students engaged in the internship will receive three (3) hours of school credit toward graduation in addition to practical experience. If a student wishes to do their internship at a site where they are currently employed the ID Internship must differ from their normal work activities and students must complete a project above and beyond their usual job requirements. The internship is done during the last year before graduation.

The Industrial Design program recognizes the unique contribution industry makes toward orientation and training of employees. Industry provides students with laboratory and field experience too costly to duplicate on campus. Experienced men and women supervise these students on the job and work with the faculty internship coordinator during the internship.

Industry gains an employee with an attitude for learning. The person maintains status as a student as well as that worker. The transition between student and productive employee status is reduced as industry becomes a part of the educational process.

Student interns receive the benefits of company training methods and procedures not available on campus. The student is directed during this time by well-qualified people who have years of experience at the jobs they do. The student completes the requirements for a Bachelor of Science in Industrial Design.

The University gains during this relationship through feedback directly from the participating industry. This information is incorporated into course work taught in the department. Frequent meetings are conducted at the departmental level for the purpose of informing teaching faculty of materials and information that may enrich the undergraduate training program.

General Benefits of the Internship

Benefits to the Internship Provider

1. The program provides a source of trained workers for industry.
2. The program promotes academic and industrial relations and gives industry an opportunity to establish or improve new employee training.
3. Serves as in-service training for student/workers who may already be employed in a regular job with the company.
4. Provides training that may be used as a basis for promotion/advancement in the workplace.
5. Provides industry an opportunity to participate in the educational process.
6. Provides a vehicle for communication between industry and education.

Benefits to Student Interns

1. The student learns how to connect classroom learning to the world of work.
2. Develops proper attitudes necessary for successful career performance.
3. Develops proper attitudes toward worker-industry relationships.
4. Provides the student who is already working an opportunity to exhibit interest in the job performed whether as in-service training or used as a vehicle for promotion.
5. The student is exposed to professionals within the chosen career field.
6. The student's education becomes very relevant to the career choice.

General Internship Policies

The following policies apply to the Industrial Design Internship and must be adhered to by all student interns:

1. Students are obligated to abide by all conditions in written policy and briefing sessions.
2. To qualify for the internship the student must take application, including a resume and goals, to their academic advisor at least four weeks prior to the desired semester for the internship.
3. A faculty internship coordinator appointed by the Department of Industrial Design, in collaboration with the student's advisor, must first approve of the conditions and appropriateness of the internship before any commitment is made by the university.
4. The internship is scheduled for three (3) semester hours of credit. The student must be enrolled in IND 4960 – Professional Internship during the time of the internship.
5. The student will pay the regular tuition fee for the internship course and is responsible for his/her room, board and travel expenses, whether in-state or out-of-state.
6. Students are provided with full workman's compensation insurance by the university for all in-state, non-paid internships. Students may engage in out-of-state and paid internships, *but there is absolutely no university insurance or workman's compensation for paid and out-of-state internships*. All non-paid internships must be initiated and completed within a regular university term to ensure university insurance coverage. The internship provider must commit to these general conditions.
7. Interns must provide the faculty internship coordinator with their work schedule and notify the department office immediately of any changes in their schedules or internship plans.
8. As representatives of Metropolitan State University of Denver and the Department of Industrial Design, it is imperative that students employ good work habits, a cooperative

attitude and a good work record to promote good rapport among students, the school, and internship providers.

9. The intern will be required to submit written weekly reports to the faculty internship coordinator based on his/her learning experiences or activities during the week.
10. Students are required to complete the internship over a minimum of ten (10) weeks. They are not to begin the internship prior to the start of a regular academic semester.
11. If a student is unable to complete the internship due to justifiable circumstances, the university rules concerning withdrawals will apply and an incomplete grade will be given. Please consult with the faculty internship coordinator immediately if such circumstances arise.
12. Final grades for the internship will be determined by the faculty internship coordinator and internship provider's supervisor.

Expectations of Internship Providers

The following guidelines must be agreed upon by the internship provider and returned to the faculty internship coordinator before the start of the internship.

1. The student is to be placed in a job commensurate with his/her ability and university training.
2. The employer should provide a variety of challenging experiences to the student.
3. The nature of this cooperative arrangement should be mutually beneficial to the employer and the student. The student gains educational experiences and the employer benefits from services rendered by the student.
4. The faculty internship coordinator may visit the student employee and his/her supervisor at least once during the semester in order to check on the progress of the student.
5. The student employee can earn a maximum of four (4) hours credit for one semester of experience. Students are required to complete 150 hours of internship activity. To ensure completion, the employer must commit to this as well.
6. The company-appointed internship supervisor will be asked to help evaluate the student's work near the end of the semester. The evaluation instrument is found in this packet.

Student Information:

Name: _____ Phone: _____

Address: _____

Student's Signature: _____ Date: _____

Company Information:

Name: _____

Address: _____

Company Phone: _____ Supervisor Phone: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Supervisor's Email: _____

End-of-Term Internship Supervisor's Report

The following form should be returned to Metropolitan State University of Denver's Department of Industrial Design upon completion of the student's term of internship.

Supervisor's Name: _____

Company: _____

Supervisor's Signature: _____

Student's Name: _____

We appreciate the time and effort contributed to the educational growth of the above-named student. The Industrial Design Department at the Metropolitan State University of Denver seeks a constructively critical evaluation of your impressions of its product and program.

1. Would you be willing, provided the opportunity is available, to employ another student under the same type of program?

Would you please relate why you feel you would or would not?

2. Do you feel the student-worker was sufficiently trained at Metropolitan State University of Denver to meet the requirements of your company? Why or why not?

3. Please list as many items as you can that would help us to improve our students.

4. What was the single most important trait that impressed you about the student?

5. What was the single most detractive item about the student?

Student Name: _____

Semester & Year: _____

Internship Supervisor Evaluation of Student

The purpose of this performance evaluation is to provide a means of measuring student achievement in IND 4960 Professional Internship placements. The following survey is also used to provide part of a data base for ongoing assessment of MSU Denver's Industrial Design program. The data will be used for annual reports and instructional modification based on strengths and weaknesses identified in the survey.

Please rate the presenting student in the categories below, using the following scale:

1 – Poorly Prepared 2 – Not Well Prepared 3 – Adequately Prepared 4 – Well Prepared NR – Not Relevant

Learning outcome 1:

- 1. Ability to perform, organize and report research 1 2 3 4 NR
- 2. Ability to define design problems 1 2 3 4 NR

Learning outcome 2:

- 3. Ability to formulate multiple design concepts 1 2 3 4 NR
- 4. Ability to assess, debate, refine concepts, and select a final design solution 1 2 3 4 NR

Learning outcome 3:

- 5. Quality of ideation sketching 1 2 3 4 NR
- 6. Quality of renderings and selection of appropriate media 1 2 3 4 NR
- 7. Quality of technical drawing 1 2 3 4 NR
- 8. Quality of physical modeling/prototyping 1 2 3 4 NR
- 9. Quality of 3D computer modeling 1 2 3 4 NR

Learning outcome 4:

- 10. Knowledge of manufacturing material/processes 1 2 3 4 NR
- 11. Inclusion of consumer safety and marketability considerations in design solutions 1 2 3 4 NR

Learning outcome 5:

- 12. Verbal presentation skill level 1 2 3 4 NR
- 13. Visual organization/graphic communication quality 1 2 3 4 NR
- 14. Written communication quality 1 2 3 4 NR
- 15. Professional behavior 1 2 3 4 NR

Learning outcome 6:

- 16. Knowledge of human factors and ergonomics 1 2 3 4 NR
- 17. Demonstrates an understanding of cultural considerations 1 2 3 4 NR

Evaluating Supervisor's Printed Name

Evaluating Supervisor Signature

Date