

INDUSTRIAL DESIGN

METROPOLITAN STATE UNIVERSITY OF DENVER

Internship *Student Packet*



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Overview of the Industrial Design Internship

The Industrial Design Internship is a special program designed to help you connect the knowledge and skills you have learned in the classroom with the demands of real-world design employers. The ID Internship is a unique means for you to gain valuable work experience while receiving school credit toward graduation. 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.

This student packet has been developed to assist you with questions you may have during your internship. Please review it carefully to avoid any confusion that may otherwise arise through your internship experience.

Student Responsibilities

Internship Activities

Every internship experience is different. The skills required of an intern in one area of industry may vastly differ from those required in another area. Because of this, your experience will be unique to you and the internship provider with whom you will work. Take advantage of this special learning situation and the unique skills and practices you will be learning. The more seriously you strive to learn, the more meaningful the internship will become to you.

During this internship, you will be a representative of MSU DENVER, the School of Professional Studies, and the Department of Industrial Design. As such, you are expected to abide by the policy statements and all terms and conditions of this student packet. Please notify your faculty internship coordinator immediately of any status changes that may occur during the internship. To contact the Industrial Design department, please call (303) 615-0599.

Attitude

Enthusiasm toward the work you do is the single most important asset you can possess. Endeavor to perform to the best of your abilities and to show a positive attitude and outlook toward the work you will provide for the internship provider.

If you are fired for misconduct or lack of cooperation during the course of the internship, an unsatisfactory grade will likely be assigned for the semester. Ethical, civil, and responsible conduct are of utmost importance, not only during this internship, but throughout your future design career.

Reporting

You will be required to complete a weekly report of your activities during the internship. These reports are a good opportunity to reflect upon the work you have done and to find areas in which you can improve. Use the report to critically analyze weekly activities rather than simply summarize them. A copy of the weekly reporting sheet is found in the "Forms" section of this packet and is available electronically in Microsoft Word Document format online through the Industrial Design department's website. Make as many copies of this form as necessary to help you fulfill this important weekly work requirement.

Because the weekly reports are graded, the reporting schedule must be adhered to without exception. Weekly report grades are determined on the basis of those learning experiences revealed in the content of the report. These reports should always be completed and faxed or emailed to the Industrial Design department on Friday so the report can be read, evaluated and filed by Monday or Tuesday of the following week. A minimum of ten (10) weekly learning reports are required for the internship.

You may need to schedule a portion of your time beyond the average workday to complete these forms. Doing so will help demonstrate your desire to dedicate as much time as possible to effectively fulfilling your obligations to the internship provider. In an effort to show respect to the internship provider, always be sure the information you record on the weekly reports pertains to understanding the complete industrial design process while excluding any information deemed confidential by the industry.

Return all assignments by fax to (303) 556-3656, or by email to the faculty internship coordinator.

Evaluation

The ID Internship is part of a graded course for university credit. As such, you will be evaluated on several aspects of your performance during the internship. These evaluations will be made by the internship provider's supervisor, the faculty internship coordinator, and you, the student. Written materials, work performance, eagerness to learn and cooperation during the internship will be considered a part of the total evaluation. Other evaluation considerations will include your ability to effectively utilize resources, to give precedence to professional responsibilities, to behave ethically and responsibly, and to appropriately relate to others on the basis of their unique qualities as human beings without regard to race, creed, color, socioeconomic status, age, sex, sexual preference or handicap. To better acquaint yourself with these evaluation criteria, please study the evaluation forms located at the back of this packet. You will be evaluated on your ability to demonstrate abilities in regard to the overall learning objectives for all ID graduates of the program listed below.

Student Learning Objectives for All IND Majors

To the standard of an entry level professional designer, graduating students should be able to:

1. Perform, organize, analyze and report in written form; qualitative and quantitative research that contributes to the definition and solution of given design problems.
2. Formulate and assess multiple concepts and debate their strengths and weaknesses. Select appropriate final solutions for design problems.
3. Demonstrate proficiency in; hand sketching, perspective rendering, and technical drawing; physical and/or computer modeling, methods of prototyping.
4. Compare and assess aesthetic, structural, economic, and consumer safety aspects of different industrial materials and manufacturing processes in order to choose the most appropriate for each component of a proposed design solution.
5. Prepare and deliver verbal presentations that demonstrate visual organization skills and proficiency in media technology.
6. Analyze current and historically relevant designs that relate to a given problem.
7. Consider form semantics, human factors, business and professional practices, and cultural influences in order to develop appropriate design solutions.

Internship Provider Responsibilities

The Industrial Design Internship program provides a source of trained workers for industry while enhancing the educational opportunities of students. This important association helps promote positive relations between the academic and industry arenas, supplying internship providers with educated and motivated workers, and students with educational experiences that the school simply could not otherwise replicate.

To help facilitate desirable experiences for students, the internship provider and faculty internship coordinator work to create an optimum work environment and internship opportunity for you. You are first placed in a job that is deemed commensurate with your abilities and university training, yet that will provide a variety of challenges as well. The nature of this cooperative arrangement should be mutually beneficial to you and the internship provider. You will gain educational experiences, and the internship provider likewise benefits from the services you render.

Because the internship program helps students gain university credit, the internship provider's supervisor will be asked to help evaluate your work near the end of the semester. They are also obliged to assist you in completing the 150 hours of internship activity to ensure completion of the internship requirements. The faculty internship coordinator will visit you and your supervisor at least once during the semester in order to check on your progress.

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 make 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 provider's training facilities 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.

Final grades for the internship will be determined by the faculty internship coordinator and internship provider's supervisor.

IND 4960 – Professional Internship Syllabus

Prefix and Course Number: IND 4960

Credit Hours: 3 (0+10)

Course Description

The internship provides an opportunity for students to gain experience under the guidance of an industry professional. Students are responsible for contacting their IND Department advisor to complete an application at least 4 weeks prior to beginning the internship. Students are responsible for locating and obtaining an internship placement, and they must complete a total of 150 hours of activity during the semester.

Prerequisites

Satisfaction of all Level I and Level II General Studies course requirements, senior standing, and IND 4450

Required Textbooks

To be selected by the instructor and field supervisor for individual student.

Objectives

Upon completion of this course the student should be able to:

1. Identify, analyze, pursue and obtain appropriate internship/job opportunities
2. Maintain professional performance and behavior:
 - a. Recognition of strengths and limitations, and the conditions under which outside counsel or resources should be drawn upon.
 - b. Ability to relate to others on the basis of their unique qualities as human beings without regard to race, creed, color socioeconomic status, age sex, sexual preference or handicap.
 - c. Giving precedence to professional responsibilities over personal responses.
 - d. Behaving at all times in an ethical and responsible fashion in the performance of duties.
3. Select materials from internship/job to include in a professional portfolio.
4. Assess the quality of a professional experience and relationship between education and professional practice.
5. Compose concise written reports on professional activities

Outline of Course Content

1. Contact with university supervisor- Students are responsible for contacting their Department advisor and making application at least 4 weeks prior to beginning the internship. A written application must be submitted, stating:
 - a. Goals and Objectives, resources required
 - b. Current resume and portfolio
 - c. Evaluation- Students must submit weekly reports of internship activities, and will be graded as either an 'S' (satisfactory) or a 'U' (unsatisfactory).
2. Internship experience, student responsibilities
 - a. Students must pursue and obtain an appropriate internship which permits development in his/her area of specific interest.
 - b. Students work at the internship for a total of 150 hours during the semester.
 - c. Maintain professional performance and behavior.
 - d. Assess and report upon the quality of the internship experience in relation to academic value.

Evaluation of Student Performance

1. Industry supervisor's evaluation of the intern -- The industry supervisor evaluates the intern in regard to the overall student learning objectives for all IND majors. Specific objective/evaluation categories are within the areas of design skills, conceptual abilities, and professional practice.
2. Internship coordinator evaluates weekly internship reports and assigns final grade in collaboration with industry supervisor. Students will be graded as either an 'S' (satisfactory) or a 'U' (unsatisfactory).

ADA Accommodations

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website www.msudenver.edu/access.

Academic Dishonesty

Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, and plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. Any student found to be Academically Dishonest in this department will be turned over to the MSU Denver Judicial Officer for disciplinary action. (New IND department policy) For definitions and more information, see the Student Handbook which is available online through the Student Hub.

Incomplete Grades: Department Policy

Incomplete grades: It is the instructor's choice as to whether or not an incomplete grade is appropriate. Students who receive an incomplete grade in any IND course will have 45 days from the beginning of the following semester (excluding the summer semester) to complete the work. A late penalty, typically a 10% reduction, will be applied to the final grade upon completion of the work. If incomplete work is not submitted within the 45 day period the student will receive either the grade based on completed work, or an "F", at the instructor's discretion. As a general guideline it is expected that the student will have completed at least 75% of the class work, and have been an active participant during the semester to qualify for an incomplete grade.

Religious Holidays:

If a student needs to miss internship hours for a religious holiday observance, please notify the internship coordinator in writing during the first two weeks of the semester so that the absence may be excused. Failure to do so may result in an unauthorized absence.

Student Evaluation of the Internship Experience

Student's Name: _____ Semester/Year: _____

Internship Company Name: _____

Supervisor's Name: _____ Phone: _____

You have been through a most valuable and unique experience. The Industrial Design Department is interested in a constructive and critical evaluation of this program.

1. Identify three valuable learning experiences you had during the program.
 - A.
 - B.
 - C.
2. Identify three unfavorable experiences you had during the program.
 - A.
 - B.
 - C.
3. List learning experiences you did not have but thought you should have had during the program.
4. In what ways did your immediate supervisor contribute directly to your learning?
5. How did your coworkers contribute to your learning? List three examples.
 - A.
 - B.
 - C.

6. Identify, by name and title, the person you learned the most from during the semester.

7. What contributions did you make to the overall design process during this internship? Be specific.

8. Was the experience satisfactory? _____ Why or why not?

9. What three pieces of advice could you give someone else before beginning their internship?
 - A.
 - B.
 - C.

10. Was your undergraduate preparation sufficient for you to perform successfully?

How did it help?

If you found your coursework at Metro unsatisfactory, explain the areas in which you found it deficient.

11. How can the internship be improved?

12. Has this training contributed to successful advancement in your career goals?

Student Name: _____ Semester & Year: _____

Student Evaluation of the Industrial Design Program

The purpose of this student performance evaluation is to provide a means of measuring student achievement in IND 4960- Internship placements. The following survey is to help provide 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 how the program prepared you 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 |
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MSU Denver Industrial Design Internship Weekly Training Report
Email to your IND Internship Faculty

Student's Name: _____ Date Submitted: _____

Company Name: _____

Day / Date	Site Work/Home	Hours on job	Assignment	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total hours this week:			Internship Supervisor initial	
Cumulative semester total hours:				

What specific projects or activities were you involved with this week (please include any meetings attended)?

Professional Development: (What did you learn? Can this new knowledge be linked to any of the learning outcomes or classroom experiences? If yes, please list.):