

# DEPARTMENT OF INDUSTRIAL DESIGN

METROPOLITAN STATE UNIVERSITY OF DENVER

## *Internship Student Handbook*



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# Overview of the Industrial Design Internship

## What is the Industrial Design Internship, and Why Do I Need It?:

**Welcome to your Internship Experience!** The Industrial Design Professional Internship is designed to help students connect the knowledge and skills learned in the classroom with the demands of real-world design employers in a genuine work environment. It is a unique means for industrial design students to **gain valuable work experience while receiving school credit toward their degree.** It is required as part of the industrial design program's accreditation and fulfills your university requirement for Senior Experience coursework prior to graduation. The internship also helps fulfill part of the industrial design department's broader mission, which is stated as follows:

### ***The mission of the Industrial Design Department is...***

*to provide a high quality experiential learning environment to produce graduates who are critical thinkers and innovative problem solvers with a refined sense of aesthetics, technology, and culture. **The department collaborates with the professional community to augment the development of skills, knowledge and dispositions that enable graduates to immediately function as entry-level professional industrial designers.***

By focusing your design efforts in a practical, professional setting, you are better able to develop your skills in a way that will prepare you for work in this competitive, creative, and rewarding field. **Internships provide real-world experience that is very difficult to replicate in a classroom setting,** so you will be able to gain capabilities that can better lead you toward success. Upon completion of the internship course and experience (based on the course's own university-approved Student Behavioral Learning Objects, or SLOs), each student should be able to:

1. Identify, organize, and apply job search and interview skills
2. Maintain professional performance and behavior
3. Recognize their strengths and limitations, and the conditions under which outside counsel or resources should be drawn upon
4. 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
5. Give precedence to professional responsibilities over personal responses
6. Behave at all times in an ethical and responsible fashion in the performance of duties
7. Evaluate and select materials to include in a professional portfolio
8. Assess the quality of a professional experience and relationship between education and professional practice

**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, especially as you **reflect upon your experience**.

During this internship, **you will be a representative of MSU Denver and the Department of Industrial Design**. As such, you are expected to **abide by the policies, terms, and conditions of this student handbook**. This handbook answers many of the questions you may encounter during your internship. **Please review the handbook carefully** to avoid any confusion that may otherwise arise through the internship experience. If you have questions before or during your internship that are not covered in this handbook, please contact the Industrial Design department by phone at (303) 615-0599 or by email at [ind@msudenver.edu](mailto:ind@msudenver.edu).

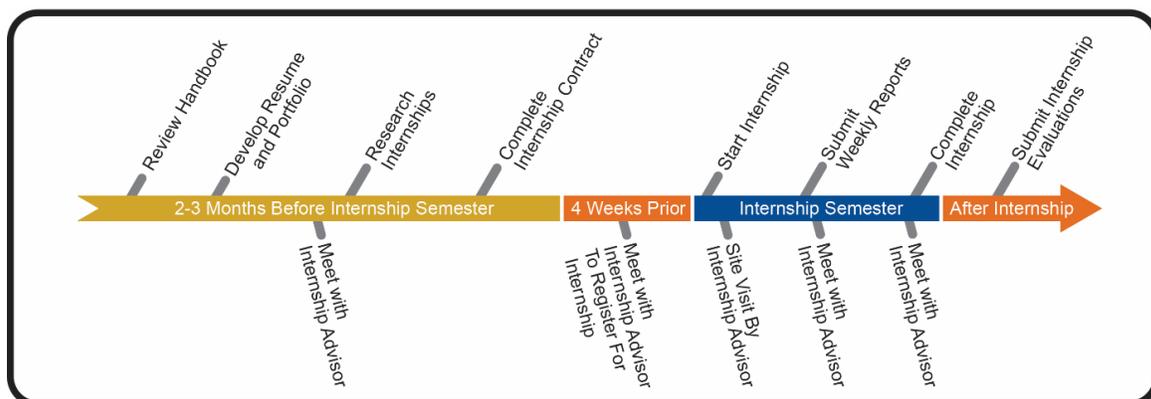
### Who Will Assist You With the Internship Course?:

Within the Industrial Design Department at MSU Denver, **your primary resource is the current faculty internship advisor**. The internship advisor oversees the professional internships and will meet with you for advising and placement support prior to the start of the internship class. The internship advisor will be your main point of contact at school, but you must contact the department chair for appeals to any of the processes defined in this handbook. Although the internship advisor will help answer questions and offer resources in your search for an internship, **the primary responsibility for finding a suitable internship opportunity lies on you, the design intern**.

In addition to the University support provided by your internship advisor, **you will have an assigned internship supervisor at your placement company** who will provide you with scheduled, weekly supervision, as well as any training and direction necessary to guide your learning. Additionally, the internship advisor will perform a site visit and meet with the internship supervisor to make sure you get the most from your internship experience.

### The Internship Timeline

The timeline below shows the internship tasks—and their order—covered in this handbook:



## Professional Internship Pre-requisites and Credits

### Pre/co-requisites for IND 4960—Professional Internship Experience:

Prior to applying for the internship, make sure you have completed all pre-requisite courses. You will **complete your internship experience(s) toward the end of your degree—typically in the final semester of your studies**. In doing so, you will be able to apply the knowledge gained in your previous classes to the real-life situations you encounter during your internship placement. You must complete the following prior to registering for the Professional Internship:

- **IND 4450 – Advanced ID Studio** (this course is a pre-requisite or co-requisite)
- **IND 4540 – Concept and Portfolio** (this course is a pre-requisite)
- **Satisfactory completion of all Level I and Level II General Studies course requirements**

### Number of Hours and Credits:

The Industrial Design professional internship requires that students must complete a total of **150 hours** over a given semester. To accomplish this, **students need to average 10 hours per week for 15 weeks** (Spring and Fall semesters) **or 15 hours per week for 10 weeks** (Summer semester). The professional internship differs from the IND 3480-Elective Internship in that it has higher-level pre-requisites, and is not repeatable for additional credit. **The IND 4960-Professional Internship course also fulfills the university’s Senior Experience requirement for graduation**, so students must pay tuition for those required university credits and experience. Students must also complete their internship hours throughout the semester they are registered for the internship. Any variations to this timely completion of the internship must be agreed upon in writing with the industrial design department’s internship advisor. **Any concerns regarding hours must be discussed with the internship advisor prior to the start of the semester.**

**Be mindful of your full semester commitment when planning your hours at the internship.**

Internships demand a considerable amount of time and energy. For this reason, **students are discouraged from taking more than 15-credits during an internship placement semester**. Students who wish to take more than 15-credits during an internship semester need to discuss their schedule with the internship advisor.

### Internship Grading Policy:

Grading for the professional internship is based on the reasonable completion of the student’s duties during the internship, their successful completion of all weekly reporting and final assessments, and the internship supervisor’s evaluation of the student’s performance. Grades for

the internship are limited to “S” for Satisfactory or “U” for Unsatisfactory. The student would need to retake the class in the event of receiving a “U” grade.

You should diligently endeavor to complete your internship requirements during the semester. However, if you are unable to finish the internship in time in spite of your best efforts, you may discuss the possibility of receiving an “I”, or Incomplete, for your semester grade with the internship advisor. To be eligible for an Incomplete grade, you will need to complete the University’s own Incomplete form and completion plan, discuss this plan with the internship advisor, and receive the internship advisor’s approval. You will then need to complete the internship hours and assessments by the end of the following long semester (either Fall or Spring), or the “I” grade will be automatically converted to an “F” after that following long semester has ended. The evaluation criteria for grading in this course is found in Appendix E.

## Before the Internship Semester

### Preparing for an Internship:

Far in advance of applying for any internship, **develop your portfolio and resume to showcase your skills** so you can confidently put your best foot forward when you meet with potential internship providers. The faculty internship advisor has several resources you can use to develop these items, and can give you guidance and feedback to help you produce a more effective set of materials.

Begin considering what type of internship you would like to experience long before you intend to register for the professional internship. **It is the responsibility of each student to secure their own internship.** Consequently, **you should begin the process of finding an internship well in advance of the internship semester.** Minimally, 2-3 months of preparation for the internship is recommended, but it is wise to start thinking about your internship options much sooner than later—and much earlier than just before the time you intend to apply for the internship.

As you start your search, **meet with the department’s internship advisor, review your resume and portfolio, and discuss possible internship site(s)** that you have considered or aptly researched. This internship advising meeting will help guide you in your internship search, but it is also an ideal time to **discuss internship concerns or questions you may have with the faculty internship advisor.** Please remember that **appointments with the internship advisor are on a first-come, first-serve basis, so plan ahead.** Scheduling this meeting will take planning on your part, and may even require that you meet with the internship advisor the semester before you anticipate registering for the professional internship. Remember that many faculty, including the internship advisor, may be unavailable during regular university breaks between semesters or during Spring or Fall breaks. **Reach out to the current internship advisor to find out when they are available to meet rather than waiting until the last minute before the semester starts.** If you are unsure about who is the faculty internship advisor, please ask the department academic coordinator in the Industrial Design offices.

## Researching and Finding an Internship:

When considering your options for an internship, keep in mind the skills you want to develop, and the area(s) of industry about which you would like to learn. ***Seek work opportunities that are design-specific, wherein you have opportunities to develop some of the design-related aptitudes that you have been exposed to through your university courses.*** This may include learning more about using 2D or 3D software, helping make design decisions in a variety of capacities, or enhancing your ability to interact with others in a professional design business environment. If you are unsure about what types of design internship jobs are appropriate, please meet and discuss this with the faculty internship advisor.

Several resources are available as you explore internship options, such as ***searching through internet job postings, connecting with alumni, networking and finding mentorship through local design professionals, and even researching MSU Denver's Career Link***, to name a few. Additionally, the industrial design department's faculty internship advisor maintains a list of local companies that have provided students with industrial design internships in the past. However, reliance on providers from this list is typically used as a final resource for students after they have exhausted all other options since ***students typically find the most useful, personalized results through their own internship search efforts.*** Keep in mind that previous internship providers from this list may not always be available or prepared to support an intern at any given time. Consequently, you will likely need to solidify your own professional connections and opportunities for the internship by exerting considerable personal effort. ***This is an invaluable exercise that can help you build important interpersonal and networking skills, and that will prepare you for future professional employment searches and benefit you throughout your career.***

## Internship Placement at Your Current Design Workplace:

It is permissible for you to use your current design job—if you have one—for internship hours but ***your position responsibilities and tasks must go beyond your current job duties.*** If you opt to use your employment (part-time or full-time) for professional internship credit, Metropolitan State University of Denver and the Industrial Design Department are not responsible or liable for situations that occur as a result of employment. If you are having difficulties as an employee, we strongly encourage you to discuss, handle, or resolve those issues through processes and structures available to you as a company employee.

## Internship Placement Out-of-State or Abroad:

Students interested in doing a professional internship out-of-state or abroad must meet the following criteria:

- 3.25 or above cumulative GPA
- Recommendation from a full-time department faculty member

The internship advisor and department chair will review the request and send the response via email. Any student approved to do the internship abroad, must register with the MSU Denver Study Abroad Advisor and show the internship advisor that they have completed all paperwork required by the Study Abroad Office and have purchased study abroad insurance. **See Appendix A for more information on study abroad and the Office of International Studies.**

### **Registering for the IND 4960—Professional Internship Course:**

Prior to actually registering for the Professional Internship, ***you must first complete the following:***

1. Secure an internship by entering into an agreement with an appropriate company
2. Review the Internship Supervisor Handbook with your internship provider
3. Sign the Internship Contract
4. Meet with the faculty internship advisor to remove the internship registration hold

Once you have researched an internship that appears to fit your educational needs, ***come to an agreement with the potential internship provider about entering into an internship with them.*** This may include discussions about the particular needs the company may have for an intern, the benefits you may provide them through the internship, and the timeframe of availability for the internship—both from your perspective, as well as that of the company and its readiness to provide the internship. ***Ensure that you and the company are in agreement about the terms of the internship before making final plans*** about the internship.

You should then ***review the Internship Supervisor Handbook with the internship provider***, and discuss the handbook contents with the intended supervisor who will be working with you. The information presented in the handbook applies directly to you and your activities in the internship, and includes many of the criteria by which you will be evaluated as you perform your work and design duties with the internship provider. Thoroughly review these materials with the internship provider and ***be open and honest with them about any concerns or questions you may have so they will be able to appropriately assist you in your efforts*** throughout the internship.

Next, ***complete and sign the Internship Contract (see Appendix C for an example of this form—the actual form is contained in the Internship Supervisor Handbook).*** You will need to sign the contract, along with the internship provider and internship supervisor who will be working with you. ***Make sure that all information on the contract is correct, and that all the required signatures are included*** before presenting it to the faculty internship advisor for final review.

After completing the previous steps, you will then need to ***schedule an internship registration meeting (either in-person or virtually) with the faculty internship advisor before the department will allow you to register for the professional internship.*** During this internship registration meeting, the internship advisor will review your signed internship contract with

you, and will also provide additional departmental advising, including reviewing your final plans to graduate. ***Per departmental policy, you must discuss your internship contract and plans with the internship advisor no later than four (4) weeks before the start of the internship semester so you can receive clearance to register for the class in a timely manner.*** The IND 4960—Professional Internship course is typically offered in the Fall, Spring, and Summer semesters.

***PLEASE NOTE: The internship advisor reserves the right to make the final approval of your professional internship placement.*** However, they will endeavor to provide a reasonable amount of support to you through your internship research and selection process. To help verify the quality of the internship, ***the internship advisor will conduct an initial site visit for approval of all internships that occur at a company that has not previously placed a student intern from MSU Denver’s Industrial Design department.*** The internship advisor must also meet with you a minimum of three times (in-person or virtually) over the course of the internship. One of these meetings may include the site visit with the internship supervisor, as discussed later in this handbook.

## **Department Policies and Student Responsibilities**

The following policies, responsibilities, and procedures are used by MSU Department of Industrial Design to prepare you and support your success in the internship placement experience.

### **Criteria for Internship Supervisors:**

Prior to starting the internship, ***the internship supervisor should meet with the faculty internship advisor either by phone, online meeting, or in person to discuss their particular capabilities to assist you in your internship experience.*** Your internship supervisor must have direct supervision of you throughout the entirety of the internship experience. They must communicate with you frequently enough to give you meaningful feedback on your performance, and should be open to providing you with worthwhile tasks to help build your design experience during the internship. Work with your internship supervisor to identify specific activities that support your learning goals.

### **Company/Supervisor and Student Responsibilities:**

To provide the best internship experience possible, the internship supervisor, their company, and the student should all agree to fulfill several important internship responsibilities. These responsibilities include the following:

## The Internship Supervisor Agrees to:

- Collaborate with the student in the development of learning goals
- Ensure the student is provided with opportunities for at least 150 hours of relevant design work
- Provide the student with job tasks that are commensurate with the student's abilities/training
- Provide a variety of appropriate design/development experiences for the student
- Participate in a site visit with the internship advisor
- Review and uphold the policies and procedures outlined in the Internship Supervisor Handbook
- Provide an orientation to the company and training for the student to be successful
- Provide ongoing feedback, review of weekly reports, and completion of a final evaluation
- Demonstrate policies and procedures that meet professional and ethical standards
- Contact the internship advisor as quickly as possible with concerns about the student

## The Student Agrees to:

- Help coordinate a site visit with the internship advisor and internship supervisor
- Uphold the policies and procedures outlined in the Student Internship Handbook
- Conduct themselves in a professional manner throughout the internship experience
- Provide weekly reports and complete a final evaluation
- Discuss concerns with the internship supervisor and/or internship advisor as quickly as possible

## Professional Standards and Ethical Issues:

You are expected to ***follow the policies and procedures defined by your placement company*** as well as the MSU Denver Student Code of Conduct. Ask your internship supervisor for information on company policies and procedures in your first week on the job. Read these policies and procedures carefully. If you have questions, ask for clarification. ***Avoid all relationships with supervisors and co-workers that could violate a professional code of conduct or have a negative impact on your internship placement experience.***

## Conflict(s) of Interest:

Avoid any internship situations that may create a conflict of interest—such as working for an academic supervisor or instructor while gaining internship credit—to ***minimize situations where someone may gain personal benefit using your services while working in an official capacity over you.*** This would also include using regular work hours from your employer to fulfill your internship hours (see more on this under “*Internship Placement at your Current Design Workplace*”). If you have questions about what may constitute a conflict of interest, please consult with the faculty internship advisor.

## **Worker's Compensation:**

Students in an *unpaid* internship are covered by the MSU Denver Professional Liability and Worker's Compensation Insurance plan. Students in a *paid* internship are covered by the company's plan. Please ask your internship supervisor for details of that plan.

Information about MSU Denver Worker's Compensation policies and procedures, including a list of providers/ locations/ hours, will be provided to you by the internship advisor. Keep in mind that you must use a MSU Denver approved provider for any medical treatment in cases of on-the-job injury at an unpaid placement. You must tell your internship supervisor, internship advisor, and the Metropolitan State University of Denver Office of Human Resources about an injury within 24 hours.

## **Internship Education Strategies for Remote/Virtual Learning:**

When remote/virtual work is required to accrue internship hours, you should make sure to participate in remote meetings and any relevant online trainings. ***Maintain consistent, meaningful communication with your internship supervisor*** using the appropriate tools, such as phone, text, email, or virtual meetings. Avoid allowing physical distancing to obstruct your design effectiveness and internship experience wherever possible. If you find that your internship experience is being compromised due to remote work, contact the internship supervisor and internship advisor as soon as possible to find a resolution.

## **Removal from an Internship Placement Setting:**

Any student whose performance is evaluated as unsafe, substandard, or professionally inappropriate by the internship advisor or the internship supervisor, in consultation with the chair, may be removed from the placement setting and the internship class. In such a situation you may also fail the internship class, although you can appeal this grade via the departmental review process. Additional sanctions may be sought against the student through the MSU Denver Student Conduct Process for any violation of the Student Code of Conduct.

## **Switching Internship Placement Sites:**

Switching placement sites during the semester is strongly discouraged. There are times, however, when a change of sites may be the best option. ***Before making a decision to leave a placement site, you must have a conversation with your internship advisor and receive permission to make the change.*** If your internship advisor approves the change, it is your responsibility to speak to your internship supervisor and give notice to the company. Typically, two weeks' notice is considered appropriate. You must have your internship supervisor complete the supervisor evaluation even if you were at the site only briefly.

Generally, you will lose the hours from your placement if you switch sites, but you may negotiate with your internship advisor to determine if any of the hours from the previous placement will count. If the internship advisor allows you to keep the hours, you will need to provide a signed timesheet from the previous internship supervisor. A site visit/termination meeting with the internship supervisor and internship advisor will be the final step in the process of transitioning out of an internship placement company. It is an important learning process to handle such transitions in a professional manner.

### **Resolving Concerns and Grievances:**

The internship advisor is available to assist with any concerns that may arise during the preparation or fulfillment of your internship. However, circumstances may arise that require additional direction from the internship supervisor or industrial design department chair. Please reach out for assistance if you feel there has been a violation of an ethical or professional standard, or violation of a law. The industrial design department chair can advise you on appropriate steps to resolve serious concerns and grievances, which may include escalating certain issues to senior university administration for action or resolution.

### **Elements of a Successful Internship Experience**

This section discusses several things you can develop to make your internship as fulfilling as possible.

#### **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 show a positive attitude and outlook toward the work you will provide for the internship provider. Show your eagerness to learn and strive to make the most of every learning opportunity you are given. Ask questions of those around you. Find out why they do the things they do, and design the way they design—but also avoid leaning too much on your supervisor or coworkers, as this can cause undue burdens in their own work responsibilities. Demonstrate that you have reasonable confidence in your existing skills, but that you still have the humility and interest to learn from others and improve upon your design competencies. Express your eagerness to gain as much experience in your internship as is possible. Your optimistic outlook will likely have a positive influence on those you work with, and may open doors for your future professional growth.

#### **Professional Behavior and Dress:**

Arrive at your internship consistently and on time and behave in a respectful and professional manner. Ask your internship supervisor about the protocol for missing work due to illness or

emergency. You are expected to dress appropriately and professionally while in your internship, so ask your internship supervisor whether the company has a dress code. If there is no specific dress code, discuss guidelines on appropriate dress with your internship supervisor. Pay attention to your colleagues in the company to see what the dressing norms are for the company. If you are working directly with clients or the public, be aware of the impact of what you wear. Extremely flashy colors or jewelry, provocative clothing, or clothing with political statements may impede the helping relationship and/or create a negative impression for the public.

### **Effective Use of Supervision:**

Your relationship with your internship supervisor at your placement site is central to the learning experience. To make effective use of your supervision time and experience, be an active participant in the process. Be sure to prepare for meetings with your supervisor. Write a list of questions before the meeting. Be open and share your concerns with your supervisor.

Supervision meetings offer you an opportunity to clarify policies and procedures, seek feedback on your performance, and ask for guidance related to specific situations. It also offers you a time to plan for activities and projects. Learning how to be open to feedback is a crucial element of professional and personal development. You may have to be reasonably assertive to get your supervision needs met in companies where supervisors have limited time.

### **Site Visits:**

***Your internship advisor will meet with you and your supervisor (in-person or virtually) at least once over the semester, as is departmental policy.*** This meeting provides an opportunity for you, your internship advisor, and your internship supervisor to discuss your performance as well as any feedback on the overall internship experience. You may request an additional site visit if you need assistance resolving an issue at the original placement company. Additionally, if your internship supervisor contacts your internship advisor to discuss concerns, your internship advisor and internship supervisor may decide an additional visit is appropriate.

### **Evaluation:**

***Students in an internship must complete an end-of-semester review*** of their learning as part of the evaluation process. At the end of the placement, you and your internship supervisor will each complete an internship evaluation. You will need to complete the *Student Evaluation of the Internship Experience* and the *Student Evaluation of the Industrial Design Program* (See Appendix D and E). Your internship supervisor will rate your success in the *End-of-Term Internship Supervisor's Report* (See Appendix G). Please schedule a time to meet with your internship supervisor to review and discuss their feedback on the evaluation. ***Student and supervisor final evaluations are both required and will have an impact on your final grade for the class.*** The evaluation criteria for grading in this course is found in Appendix E.

## Appendix A: Additional Resources

### Title IX: Protection from Discrimination and Harassment:

Title IX is a federal law that prohibits sex-based discrimination on college campuses. In accordance with Title IX, MSU Denver strictly prohibits acts of sexual misconduct, including sexual harassment, sexual assault, stalking, and dating. Your internship placement, although off-campus, is an extension of the classroom. For this reason, ***students are protected under Title IX even as they are acting as a student intern at their placement.*** No student will be retaliated against or failed from a placement course for filing a complaint related to sexual misconduct or participating in an investigation. Students should consult their internship advisor if they are experiencing harassment or discrimination. The Department will problem-solve any situation on a case-by-case basis to ensure that a student's graduation plan is not disrupted.

### Additional Resources:

The **Access Center**, located in Suite 122 in the Plaza Building, provides information about how to access accommodations for students with disabilities. Their website is:  
<http://msudenver.edu/access/>.

The **College to Career Hub (C2Hub)**, located in Suite 270 in the Administration Building, coordinates an online database, **Career Link**, of jobs, internships, and volunteer opportunities. You can access the Career Link database through the Student Hub. The C2Hub also offers guidance on resume development and interviewing skills. To access their website, go to: <http://msudenver.edu/career/>.

The **Counseling Center**, located in Tivoli 651, is a free support service for students. During your internship placement you may find that intense emotions are triggered by the requirements or stresses of your internship experience. If this is the case, please schedule an appointment with the Counseling Center as soon as is reasonably possible. To access their website, go to: <https://msudenver.edu/counsel/>.

The **Office of International Studies**, located in Suite 360 in the Administration Building, provides students with options for placement outside of the United States. To begin the search process, students must meet with a Study Abroad Advisor. To receive credit for an international placement, students must purchase study abroad insurance and provide documentation to the internship advisor of all completed paperwork required by the Study Abroad Office. To access their website, go to: <http://www.msudenver.edu/internationalstudies>.

## Appendix B: Course Syllabus

IND 4960 – Professional Internship Syllabus

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 must complete a total of 150 hours during the semester in a placement relevant to the practice of Industrial Design. (Senior Experience)

### **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, organize, and apply job search and interview skills
2. Maintain professional performance and behavior
3. Recognize their strengths and limitations, and the conditions under which outside counsel or resources should be drawn upon
4. 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
5. Give precedence to professional responsibilities over personal responses
6. Behave at all times in an ethical and responsible fashion in the performance of duties
7. Evaluate and select materials to include in a professional portfolio
8. Assess the quality of a professional experience and relationship between education and professional practice

### **Outline of Course Content**

1. Contact with college supervisor- Students are responsible for contacting their internship [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. Resources (available and/or needed)—It is the student's responsibility to contact the internship [advisor] for needed assistance in regard to all resources and/or preparation for the internship
  - 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 experience.

### **Evaluation of Student Performance**

1. Industry supervisor's evaluation of the intern
2. Evaluation of student's weekly internship reports

## Appendix C: Internship Contract (Example Form)

The following guidelines must be agreed upon by the internship provider and returned to the faculty internship advisor prior to registration, and at least four (4) weeks before the start of the internship semester. **[Note: The actual Internship Contract form is in the Internship Supervisor Handbook.]**

### The Internship Supervisor Agrees to:

- Collaborate with the student in the development of learning goals
- Ensure the student is provided with opportunities for at least 150 hours of relevant design work
- Provide the student with job tasks that are commensurate with the student's abilities/training
- Provide a variety of appropriate design/development experiences for the student
- Participate in a site visit with the internship advisor
- Review and uphold the policies and procedures outlined in the Internship Supervisor Handbook
- Provide an orientation to the company and training for the student to be successful
- Provide ongoing feedback, review of weekly reports, and completion of a final evaluation
- Demonstrate policies and procedures that meet professional and ethical standards
- Contact the internship advisor as quickly as possible with concerns about the student

### The Student Agrees to:

- Help coordinate a site visit with the internship advisor and internship supervisor
- Uphold the policies and procedures outlined in the Student Internship Handbook
- Conduct themselves in a professional manner throughout the internship experience
- Provide weekly reports and complete a final evaluation
- Discuss concerns with the internship supervisor and/or internship advisor as quickly as possible

### Anticipated Timeframe for the Internship:

The internship will run from (Date): \_\_\_\_\_ until (Date): \_\_\_\_\_

### 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: \_\_\_\_\_

## Appendix D: Student Evaluation of the Internship Experience

Student's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Internship Provider 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?

## Appendix E: Student Evaluation of the Industrial Design Program

Student's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

The purpose of this student performance evaluation is to provide a means of measuring student achievement in *IND 4960: Professional Internship* placements. The following survey helps provide data 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 |
-

## Appendix F: Industrial Design Internship Weekly Report

**\* Email directly to your IND Internship Advisor**

Student's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Internship Provider's Name: \_\_\_\_\_

Day / Date	Site On-site/Virtual (Circle One)	Hours worked	Work/Design Assignment	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<i>Total hours this week:</i>			<i>Internship Supervisor initials</i>	
<i>Cumulative semester total hours:</i>				

**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.):**

## Appendix G: End-of-Term Internship Supervisor's Report

The following form should be returned to MSU Denver's Department of Industrial Design at, [ind@msudenver.edu](mailto:ind@msudenver.edu), 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 aspect about the student?

Student Name: \_\_\_\_\_

Semester & Year: \_\_\_\_\_

### Internship Supervisor Evaluation of Student

The purpose of this student performance evaluation is to provide a means of measuring student achievement in *IND 4960: Professional Internship* placements. The following survey helps provide data 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 |
- 

\_\_\_\_\_  
Evaluating Supervisor's Printed Name

\_\_\_\_\_  
Evaluating Supervisor Signature

\_\_\_\_\_  
Date