

# Internship Procedures

## Electronic Design & Multimedia Internship Procedures, BA & BFA

You may **find internships** on the web, on the board outside the Art Department Office, or through the Office of Career Services in the NAC building.

**Internships can be used for three credits of Independent Study.**

**EDM will not be able to find internships for every student.**

**To get Independent Study credit for your internship:**

1. Locate an internship opportunity, through a professor, Office of Career Services or on your own **BEFORE the semester starts.**
2. Have your **Internship Supervisor fill out the “Sample Internship Contract”** from the Internship FAQ **and get the contract** to your faculty mentor **[as a printed/signed PDF or with the contract information in the body of an email sent from your supervisor’s corporate account].**
3. Fill out the Application for Independent Study and Creative Projects (available in the Art Department Office, Room 109). **The application requires a 100-200 word Proposal.**
4. Bring the **three forms to an EDM professor for signature before or during registration.**
5. Get the Art Dept. Chair’s signature on your Application. **Make three copies of the Application and Project Proposal** (one for the EDM Internship coordinator (Prof. Smith), one for the Art Department, one for yourself).
6. **See Ms. Henderson in the Art Office for registration procedures.**
7. To get a grade at the end of your internship: **Get a letter of evaluation from your internship supervisor and deliver it to your Internship advisor. Letters must be received by the last day of class, according to the College calendar.**
  - The letter should be **sealed in an envelope and signed by the supervisor along the flap.**
  - The letter can also be emailed, by your supervisor **from his/her work account with a PDF on company letterhead** attached to the email and sent directly to the faculty advisor.
  - The supervising EDM faculty member will enter a grade at the end of the semester.

**It is the student’s responsibility to obtain the evaluation from the supervisor, by the end of classes, which is required to obtain a grade for the internship.**

**Internship requests will NOT be approved if:**

- Required forms are not filled out **in advance**, including the proposal
- You are requesting credit for an internship done in a previous semester
- You are requesting credit for a second semester of an internship **(you cannot repeat an internship for the same employer for credit)**
- You have already done 2 3-credit internships (there is a maximum of 6 credits)
- Your employer information isn’t documented, or you are not doing design-related tasks
- Forms were not submitted **during the registration period for the semester**

**Download the full internship procedures packet @ [http://www.ccny.cuny.edu/electronic\\_design](http://www.ccny.cuny.edu/electronic_design)**

# Internship Procedures

## Electronic Design & Multimedia Internship Procedures

## Guidelines for Employers

**Thank you for considering our Electronic Design & Multimedia students for your internship.**

We receive many requests for our students and we want to make sure that correct and complete information will be posted on our Jobs/ Internships Bulletin Board.

**Students will contact you directly. Please understand that we cannot guarantee a response to your request.** It is up to the individual student to decide whether the project/job/internship you offer will work into his/her schedule and whether it is the right opportunity based on his/her skills and needs.

**Most of our students need money for tuition and living expenses and are therefore more likely to respond if there is a budget for your job or project.**

**Internships (and sometimes projects, depending on duration) may be done for college credits.**

**To have your job or internship posted, please fill out ALL fields in the following form.**

Staff Job  
 Freelance Job  
 Freelance Project

Internship for Credit  
 Paid Internship

### TITLE of Job or Project

(if Internship, please indicate) \_\_\_\_\_

### DURATION of Job or Internship (i.e., staff, one semester, six weeks, etc.)

Please indicate number of hours per day and days per week, also whether timing is flexible or fixed)

\_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

**LOCATION of Job/Project/Internship if not at CCNY** \_\_\_\_\_

**DEADLINE for application or project completion (date)** \_\_\_\_\_

### DESCRIPTION/REQUIREMENTS

of Job or Project (if Job or Internship, describe responsibilities; if project, describe project scope).

### INCLUDE AS MUCH DETAIL AS POSSIBLE.

If you need specific software knowledge or skills, please indicate this here as well

BUDGET or salary for Job/Project/Internship \_\_\_\_\_

### CONTACT information:

Name/title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Okay to contact by phone? \_\_\_\_\_

*If you have questions on print-based projects or jobs/internships, contact Professor Mark Smith  
msmith4@ccny.cuny.edu*

*If you have questions on interactive, imaging or web-based projects or jobs/internships, contact Professor Annette Weintraub  
weintraub@ccny.cuny.edu OR Professor Joe Moore  
jmoore@ccny.cuny.edu*

*If you have questions on 3-D, video or multimedia-based projects or jobs/internships, contact Professor Hajoe Moderegger  
hmoderegger@ccny.cuny.edu*

# How to be a Successful Intern

**Be reliable.** This is the single most important rule! Be on time or early. Don't make any excuses; just BE there. Once you have agreed on a schedule, stick to it, no matter what.

**Be positive.** Be friendly and upbeat. Show that you are happy for this opportunity. Have a good attitude. Internships are competitive; remember that it is a privilege to be where you are. Having this internship on your resume will be valuable when you begin your job search later on.

**Be observant.** On your first day, check out what everyone is wearing, and how they are behaving. Try to be aware of what is considered acceptable attire and try to emulate it. It's different from dressing for school; when in a professional environment, you must dress accordingly.

**Pay attention to the interaction between department members.** Pick up signals that will tell you how to conduct yourself professionally, and you will begin to learn how the creative process works. Ask politely if you may be included in meetings. Remember that you are there only to observe, and you should assume that the proceedings of the meeting are confidential.

**Be respectful.** Important business is going on. Understand that people are busy and are juggling many tasks. Although every creative environment is different, don't be fooled by appearances. While the atmosphere may seem casual, staffers are responsible for meeting goals and deadlines; the work is very serious even if people seem to be joking around.

**Be proactive.** Don't wait for someone to tell you what to do. Ask your supervisor if he/she needs anything at all. If not, ask everyone else in the art department. You are not only there to learn, but to help with whatever tasks you are assigned.

**Be realistic.** Don't expect to do design work right away. You may be asked to do mundane tasks such as copying, faxing, filing or returning artwork until you have shown that you can handle more responsibility and that you can be trusted to follow through with your work.

**Be diligent.** Complete all assignments on time. Work turned in late, no matter how good, may be of no value. Try to go above and beyond what you are asked to do. Take full responsibility for your work. If your supervisor has to work late, ask whether you are needed before going home.

**Be helpful.** Offer to go out for snacks or soda; this shows that you are willing to help make staffers' jobs easier with even the smallest of tasks. Remember that simply by being in a professional creative environment and observing how team members interact, you are gaining valuable experience in learning how to conduct yourself in the 'real' world.

**Communicate.** Don't be shy. Don't wait for your supervisor to ask how you are doing with a task; keep your supervisor informed frequently. Don't be afraid to ask questions; you are there to learn and most members of the department are happy to answer your questions.

**If you make a good impression, there is a possibility that you may be offered freelance (paying ) work and possibly even a staff position (this happens more often than you think!).**

Even if your internship ends and there are no immediate opportunities, if you make a good impression you may be called back when a spot opens up; you will have an inside track because you are a 'known quantity'. And even if that doesn't happen, or if you want to try a different area of graphic design, **if you leave a good impression you can ask your supervisor whether you may use him/her as a reference when you are job-hunting.**

Having good professional references makes you a stronger job candidate.

# Sample Internship letter

Copy this text or give this link to your prospective internship supervisor.

(Name of Art Director)  
(Name and address of company)

Thank you for allowing \_\_\_\_\_, who is a student in the Electronic Design and Multimedia program at The City College of New York, to serve as an intern in your department for the \_\_\_\_\_ semester.

Independent study credit will be given for this internship based on the number of hours (8 hrs per week = 3 credits).

Please feel free to contact me if you have any questions at any time during the internship.

For additional information about our program, visit our website:  
[http://www.ccny.cuny.edu/electronic\\_design/](http://www.ccny.cuny.edu/electronic_design/)

Please sign and return this letter with a **brief description of the duties** this intern may be expected to perform.

At the end of the internship, we will ask for a letter from you evaluating the students' performance, which is to be sent directly to us for confidentiality.

Sincerely,  
Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia  
The City College of New York  
212-650-6451  
msmith4@ccny.cuny.edu

# Sample Internship Contract

Copy this text or give this link to your Internship Supervisor to use as the basis of your Internship Contract Letter.

**This letter must be on the company's letterhead**

To: Electronic Design and Multimedia, Department of Art, The City College of New York

During his/her internship, \_\_\_\_\_ may be expected to perform the following tasks

(check all applicable items):

- Scanning artwork/photos
- Photo research
- Filing and/or returning artwork/photos
- Designing
- Making copies or printouts
- Other (please describe)
- General support of art department \_\_\_\_\_
- Updating website \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ (from \_\_\_\_\_ to \_\_\_\_\_ if not beginning to end of semester)

Signature \_\_\_\_\_  
Print name \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Date \_\_\_\_\_

**Please have the student return a sealed letter**

**or send an email with a PDF on company letterhead from your corporate account to :**

Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia  
Art Department  
The City College of New York  
160 Convent Avenue  
New York, NY 10031  
msmith4@ccny.cuny.edu

# Sample Internship Evaluation

Copy this text or give this link to your Internship Supervisor to use as the basis of your Internship Evaluation Letter.

**This letter must be on the company's letterhead and/or sent from the corporate email account.**

To: Electronic Design and Multimedia, Department of Art, The City College of New York

During his/her internship, \_\_\_\_\_ performed the following tasks  
(check all applicable items):

- Scanning artwork/photos
- Photo research
- Filing and/or returning artwork/photos
- Designing
- Making copies or printouts
- Other (please describe) \_\_\_\_\_
- General support of art department \_\_\_\_\_
- Updating website \_\_\_\_\_
- Other (describe) \_\_\_\_\_

The students' assignment represented \_\_\_\_\_ hrs/wk for \_\_\_\_\_ weeks

As his/her supervisor please provide a short narrative evaluation of the students' work, attitude, motivation and any other factors it would be helpful for us to consider when assigning a grade.

Would you hire this student again, or refer him/her to a colleague? \_\_\_\_\_

**Please sign and date your letter, and provide your contact information:**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

**Please have the student return a sealed letter**

**or send an email with a PDF from your corporate account to :**

Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia

Professor, Electronic Design and Multimedia

Art Department

The City College of New York

160 Convent Avenue

New York, NY 10031

msmith4@ccny.cuny.edu

# Apply for an EDM Internship

**Today's Date** \_\_\_\_\_ **Internship Semester:** \_\_\_\_\_

Students who are interested in an internship should fill out this form and return it to Professor Mark Smith .

**Also see the complete EDM Internship PDF for more information.**

The list of available students will be consulted when internship opportunities come in.

This form must be completely filled out in order to be considered for an internship.

**You should renew your availability each semester.**

Students are encouraged to also seek out internship opportunities independently.

(Check the CCNY Career Center, NAC 1/116 and our list of internship resources.)

**Sign up to be considered as an intern:**

Name: \_\_\_\_\_ last four digits \_\_\_\_\_

Contact email: \_\_\_\_\_ phone: \_\_\_\_\_

BA or BFA? \_\_\_\_\_

**Availability** (most internships require a full 8 hour day per week during regular office hours):

{list the days and times available} \_\_\_\_\_

**Areas of Interest [you must have completed 300-level courses in that area at a minimum, or have other relevant experience]. List most advanced courses taken in the areas in which you want to intern.**

• print \_\_\_\_\_

• web \_\_\_\_\_

• multimedia \_\_\_\_\_

• video \_\_\_\_\_

• digital photography \_\_\_\_\_

• other, including marketing and advertising \_\_\_\_\_

**Previous relevant employment/internships** (list internship, semester, mentor, grade and internship project. Use the back of this sheet if needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List at least one faculty member in your area of interest who will be a reference:**

\_\_\_\_\_

**What is your current GPA?** \_\_\_\_\_ **Expected graduation date?** \_\_\_\_\_

**We try to obtain paid internships, but if one is not available, can you accept an unpaid internship?** \_\_\_\_\_

**Comments?** \_\_\_\_\_

\_\_\_\_\_

**Return your form to Prof. Mark Smith, CG 129 or faculty mailbox CG109, or by email**