



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

17 Fountain Street NW  
Grand Rapids, MI 49503-3002

# INTERNSHIP PROGRAM

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

## This packet includes the following forms:

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

## 2018 - 2019 Internship Deadlines

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

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

Fall 2018.....due by 5:00pm on Thursday, August 30, 2018  
Spring 2019.....due by 5:00pm on Thursday, January 17, 2019  
Summer 2019.....due by 5:00pm on Friday, May 24, 2019

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

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

Fall 2018.....due by Tuesday, November 27, 2018  
Spring 2019.....due by Monday, April 22, 2019  
Summer 2019.....due by Tuesday, August 6, 2019



# INTERNSHIP PROCESS

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**Step 1.** Secure a **JOB DESCRIPTION** from your employer.

**Step 2.** Complete **INTERNSHIP REGISTRATION FORM**:

- a. Please bring your internship job description and internship registration form with you when you meet with your program chair. The program chair must approve the internship for credit by reviewing the job description and signing the registration form.
- b. Discuss the number of credits you are eligible to receive and write that number on the registration form and the term in which you would like to apply the credit- write in the year.
- c. Employer must also complete and sign their section of the **REGISTRATION FORM**.
- d. If you are an international student, please have the International Student Advisor confirm your immigration status, by completing the **INTERNATIONAL** portion of the form.
- e. Submit the completed **INTERNSHIP REGISTRATION** and **JOB DESCRIPTION** to the **Student Services Office**.
- f. The Registrar's Office will register you for the number of credits and the specific term requested on the registration form. Please check your schedule in your MyFSU account to ensure that your internship has been registered.

**Step 3.** Keep a **JOURNAL** of your internship experience and track your hours using the **TIME SHEET** provided.

**Step 4.** Upon completion of required hours:

- a. Meet with the employer to review your completed **EVALUATION FORM**. Both signatures are required on the evaluation. A signature is also required on the **TIME SHEET**.
- b. Complete the **REFLECTIVE SUMMARY**.
- c. The date for submitting the internship materials is listed on the cover of the internship packet.
- d. You will receive an email reminder (Ferris email) 2-weeks prior to your deadline.
- e. These materials **must be submitted** by the deadline.
- f. The internship materials submitted will be forwarded to the program chair who will grade the internship **CREDIT** or **NO CREDIT** based on the journal, summary, and the evaluation.
- g. The **INTERNSHIP JOURNAL, EVALUATION, TIME SHEET, and SUMMARY** will be returned to you.

## IMPORTANT INFORMATION

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

## HOURS TO CREDIT REQUIREMENTS

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



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## INTERNSHIP REGISTRATION FORM

### 1. STUDENT INFORMATION

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

Student ID# \_\_\_\_\_ Major: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Ferris Email: \_\_\_\_\_

Description of Internship (may attach separate sheet if needed):

I have **reviewed** the internship documents and **understand** the requirements and responsibilities needed to secure credit for my internship experience.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **\*International Students\***

KCAD International Coordinator: \_\_\_\_\_

Non-Immigrant Status Code: \_\_\_\_\_ Date: \_\_\_\_\_

### 2. HOST ORGANIZATION

CompanyName: \_\_\_\_\_

Company EIN: \_\_\_\_\_ URL: \_\_\_\_\_

Short Description of Organization: \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_  Paid  Non-Paid

#### **I will:**

1. Support and provide a supervised learning experience.
2. Provide a detailed internship description.
3. A safe working environment for the intern and space and equipment to complete their objectives.
4. Upon completion of the internship, I will evaluate the intern's performance by completing the internship evaluation provided and discuss the results with the intern.
5. Notify the Kendall Intern Coordinator of any changes in the student's work status or performance.
6. Keep the student's educational and personal information protected under the FERPA (Family Educational Rights and Privacy Act) and will not be disclosed to any parties outside Kendall without written consent from the student.

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



## REGISTRATION FORM CONTINUED

### 3. FACULTY APPROVAL

Credits per semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
(#CR) (Year) (#CR) (Year) (#CR) (Year)

Credit Applied to: \_\_\_\_\_ An Open Elective or \_\_\_\_\_ In Lieu of Class\* Course # \_\_\_\_\_

*\*If credit is applied in Lieu of Class, please complete the COURSE PERMISSION FORM and attach to registration form.*

Is the student being asked to submit any additional information or attend an internship debriefing as a requirement for credit other than the forms in this packet?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list so that we may include those requirements in the documentation of this internship.

I agree that this student is prepared and has exhibited the attitude, attributes and knowledge to perform the internship responsibilities as listed in the job description and that the internship description, as presented by the employer, constitutes a substantive and meaningful experience worthy of the academic credits requested.

**I have reviewed the written description of the internship.**

Program Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

### OFFICE USE ONLY

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#### Assistant Registrar

This student is registered for: \_\_\_\_\_ Credits for \_\_\_\_\_ Term \_\_\_\_\_ Course # \_\_\_\_\_  
\_\_\_\_\_ Credits for \_\_\_\_\_ Term \_\_\_\_\_ Course # \_\_\_\_\_  
\_\_\_\_\_ Credits for \_\_\_\_\_ Term \_\_\_\_\_ Course # \_\_\_\_\_

Assistant Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

General Advising Counselor: \_\_\_\_\_ Date: \_\_\_\_\_



# EVALUATION

Student: \_\_\_\_\_ Organization: \_\_\_\_\_

Evaluator/Intern Supervisor: \_\_\_\_\_

<b>1 Unsatisfactory</b>	( <b>Never</b> demonstrates this ability / does not meet expectations)
<b>2 Poor</b>	( <b>Seldom</b> demonstrates this ability / rarely meets expectations)
<b>3 Fair</b>	( <b>Sometimes</b> demonstrates this ability / meets expectations)
<b>4 Commendable</b>	( <b>Usually</b> demonstrates this ability / sometimes exceeds expectations)
<b>5 Exceptional</b>	( <b>Always</b> demonstrates this ability / consistently exceeds expectations)

## Basic Work Habits

1. Reports to work as scheduled and on-time. \_\_\_\_\_
2. Exhibits a positive and constructive attitude. \_\_\_\_\_
3. Dress and appearance are appropriate for this organization. \_\_\_\_\_

## Professional & Career Development Skills

1. Exhibits self-motivated approach to work. \_\_\_\_\_
2. Demonstrates ability to set appropriate priorities/goals. \_\_\_\_\_
3. Exhibits professional behavior and attitude. \_\_\_\_\_

## Character Attributes

1. Brings a sense of values and integrity to the job. \_\_\_\_\_
2. Behaves in an ethical manner. \_\_\_\_\_
3. Respects the diversity (religious/cultural/ethnic) of co-workers. \_\_\_\_\_

## Organizational Effectiveness Skills

1. Seeks to understand and support the organization's missions/goals. \_\_\_\_\_
2. Fits in with the norms and expectations of the organization. \_\_\_\_\_
3. Works within appropriate authority and decision-making channels. \_\_\_\_\_

## Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner. \_\_\_\_\_
2. Supports and contributes to a team atmosphere. \_\_\_\_\_
3. Demonstrates assertive but appropriate behavior. \_\_\_\_\_

## Ability to Learn

1. Asks pertinent and purposeful questions. \_\_\_\_\_
2. Seeks out and utilizes appropriate resources. \_\_\_\_\_
3. Accepts responsibility for mistakes and learns from experiences. \_\_\_\_\_

## Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials. \_\_\_\_\_
2. Communicates ideas and concepts clearly in writing. \_\_\_\_\_
3. Works with mathematical procedures appropriate to the job. \_\_\_\_\_



## EVALUATION CONTINUED

### Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner. \_\_\_\_\_
2. Effectively participates in meetings or group settings. \_\_\_\_\_
3. Demonstrates effective verbal communication skills. \_\_\_\_\_

### Thinking & Problem Solving Skills

1. Breaks down complex tasks / problems into manageable pieces. \_\_\_\_\_
2. Brainstorms / develops options and ideas. \_\_\_\_\_
3. Demonstrates an analytical capacity. \_\_\_\_\_

**What indications did you observe that the intern understands the profession in the larger context of the Business?**

### Open Category: Technical Skills specific to this industry.

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1. \_\_\_\_\_

2. \_\_\_\_\_

### Additional Comments:

**Overall Performance** (If I were to rate the intern at the present time)

Unsatisfactory		Poor		Average		Good / Outstanding				
0	1	2	3	4	5	6	7	8	9	10

**To assist the student intern in understanding their strengths and areas needing improvement, please take the time to review this evaluation with the intern. Thank you.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# INTERNSHIP REFLECTIVE SUMMARY

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

*This reflective summary will assist you in evaluating your **personal and professional** internship experience. This summary should be candid and indicate both positive and challenging aspects of your experience.*

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



## REFLECTIVE SUMMARY CONTINUED

10. What is the most valuable thing you learned about **yourself** as a result of this internship experience?
11. Please describe the **quality** of your supervision. Was your supervisor knowledgeable, willing to share expertise, delegate responsibility, available, helpful, did you receive a good orientation to the job?
12. Would you recommend this internship to another Kendall student, and what **advice** would you give an intern coming into this organization?
13. How did you find this internship?
- |                                    |                        |                             |
|------------------------------------|------------------------|-----------------------------|
| Faculty member ____                | A Fellow Student ____  | Handshake website ____      |
| Approached the company ____        | Family/Friend ____     | Other online job board ____ |
| Currently employed at company ____ | Campus Networking ____ | Facebook ____               |
| LinkedIn ____                      | Other Networking ____  | Other ____                  |
14. If you selected other, please explain:

Please rate the following statements:

0 = not applicable      1 = disagree strongly      2 = disagree somewhat      3 = agree      4 = agree strongly

1. This experience gave me a **realistic** preview of my field of interest. \_\_\_\_
2. I was able to assume additional **responsibility** as my experience increased. \_\_\_\_
3. The work environment **encouraged** me to provide feedback and input. \_\_\_\_
4. I was treated on the same **professional** level as the other employees. \_\_\_\_
5. The work I did was **challenging** and stimulating. \_\_\_\_
6. There was **enough** work to keep me busy. \_\_\_\_
7. My supervisor provided a **directed** learning experience and provided feedback and suggestions on my work. \_\_\_\_
8. I feel I am better **prepared** to enter my field after this internship experience. \_\_\_\_
9. I will receive a **positive** reference from my internship supervisor. \_\_\_\_

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





## THE INTERNSHIP JOURNAL

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

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

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



# INTERNSHIP TIME SHEET

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

Total Internship Hours: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_



## TIPS FOR A SUCCESSFUL INTERNSHIP

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