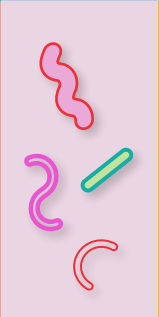
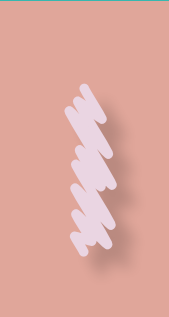


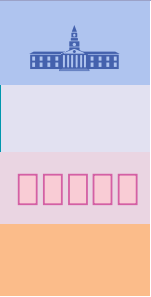
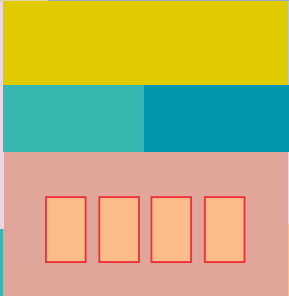
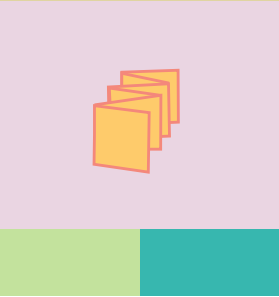
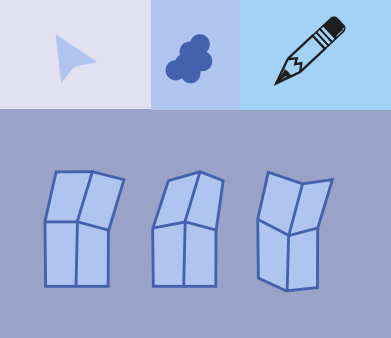
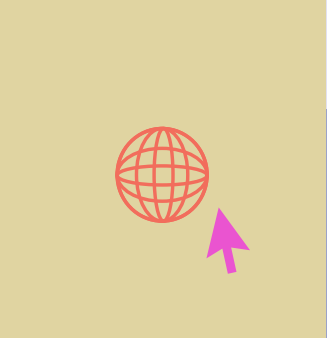
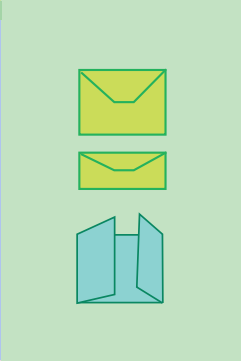
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G. _____	07. _____
H. _____	08. _____
I. _____	09. _____
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M. _____	13. _____
N. _____	14. _____
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P. _____	16. _____

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INTERN - SHIPS

GUIDE & SUGGESTIONS
by CARRIE A. DYER



WHERE can I find an INTERNSHIP?

a. HPU CAREER &
PROFESSIONAL DE-
VELOPMENT OFFICE
www.highpoint.edu/careerinternships/

b. AIGA LISTINGS
<https://designjobs.aiga.org/#type=2>

c. FOLLOW YOUR
FAVORITE FIRMS
+ AGENCIES &
THEY OFTEN POST
INTERNSHIPS

d. MAKE A
CREATIVE HOTLIST
PROFILE
www.creativehotlist.com

e. LINKEDIN

f. NETWORK &
GO TO EVENTS

g. INDEED

h. GLASSDOOR

RECOMMENDED INTERNSHIP CHECKLIST

This is a list of suggestions, tasks, artifacts that can help you with the internship process. Every Internship is different.

Usually Required:

- 01. Research desired internships & see if it is a good fit
- 02. One Page Resume [for design it is extremely important that your resume is impeccably designed]
- 03. PDF Portfolio -of quality work

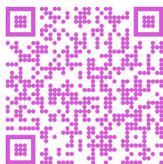
Recommended:

- 04. Cover Letter
- 05. Printed Folio Portfolio
- 06. Personal Branding
- 07. Business Cards & letterhead [branded stationary]
- 08. Professional Website [with your work & resume]
- 09. Develop an online presence
- 10. Make a professional Instagram where you post your creative process, etc.
- 11. Create meaningful descriptions about your work. Think about content
- 12. Look up Interview Questions and think of how you would answer them in your own voice
- 13. Practice Interview with friends
- 14. Apply to internships that fit your voice & career path
- 15. Have peers and classmates critique your folio
- 16. [Never talk about your work as assignments. Discuss work as concepts.]
- 17. LinkedIn account [networking]
- 18. Follow design professionals & Linked in groups associated with professional design [AIGA, CA, CQ, etc]
- 19. Make sure to be professional in your interactions and respond in a timely manner to email and communications
- 20. Elevator Pitch: Create a 30 second to 2 minute pitch about yourself
- 21. Create a Design Statement as to how you use your design process. Also collect a list of designers and movements that inspire you.

HPU TYPES.

What are some TYPES of HPU INTERNSHIPS? What is best for you?

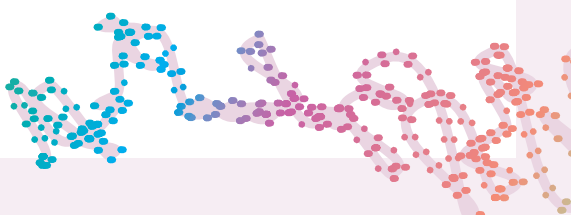
- 01. Non-credit Internship** A non-credit internship is a summer or in-semester internship that you apply for with your resume and portfolio based on the fit of the position and agency/firm. The benefit of this type is that you can have more time and space to explore.
- 02. Major Internship** A Major internship replaces a GDS major elective credit and has specific criteria in order to receive credit. This includes a process book and other objectives. This type of internship has to be approved by a GDS faculty member.
- 03. HPU Internship** An HPU Internship is directly through the HPU Professional Development Office.
- 04. Other Internship** It's possible to have an internship that meets multiple categories. Consider the internship categories to learn more.
- 05. HPU Internship Guarantee**



OTHER OPPORTUNITIES.

WHAT OTHER TYPES of OPPORTUNITIES will help me get a job?

- I. Professional Competitions** Enter your work in professional competitions like Creative Quarterly, Communication Arts, Graphis, etc.
- II. Artifact [BOLD]** Enter your work into Artifact [BOLD] and meet with the juror through workshops. This is a unique opportunity that can help you build networks.
- III. Creative Hotlist** Consider signing up with the Creative Hotlist. This was originally organized through communication arts. You can upload your portfolio, resume, and apply for job opportunities. There is a monthly fee for this professional service. Many professional firms and agencies post jobs here.
- IV. AIGA** AIGA lists all kinds of opportunities. Make sure to check-in with them.



Why are
I N T E R N -
S H I P S
I M P O R T -
A N T ?

INTERNSHIPS
HELP YOU GET
EXPERIENCE,
TRAINING, & CAN
LEAD TO JOB
OFFERS, BUT
IT'S IMPORTANT
TO EDUCATE
YOURSELF ON
SOME ASPECTS TO
CONSIDER BEFORE
YOU START.



CATEGORIES.

0A. PROFESSIONAL INTERNSHIPS:

In a Professional Internship you will work with a mentor in the design field who has 5-15 years of professional experience. Normally this person has been a designer or Art Director for years and can mentor you through the process.

0B. NON-MENTORED INTERNSHIPS:

Non-mentored internships are opportunities where you do not have a graphic design professional as a mentor. This type of opportunity can be challenging because you do not have a mentor to help you through complex relationships. This can be a challenging choice but there are ways through this. Being educated that this is not a typical opportunity or situation can help you be successful.

0C. PAID INTERNSHIPS:

Paid Internships are not always available but we would prefer that you are paid for your expertise even as a student. In the design world there are several recommendations from prominent sources that recommend that you are reimbursed for your time due to ethical concerns. Although this is not always a possibility.

0D. UNPAID INTERNSHIPS:

Many unpaid internships are out there. Often times we recommend a paid internship when it's a high value position that is very competitive.



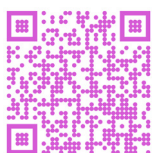
RESOURCES + EXAMPLES :

01.
PORTFOLIO
EXAMPLES



02.
PORTFOLIO
GUIDELINES

SUGGESTIONS FROM DYER



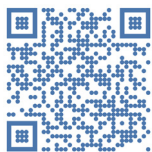
03.
PORTFOLIO
GUIDELINES

SUGGESTIONS FROM GURLEY

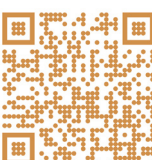


04.
WHERE TO
ENTER YOUR
WORK?

This is a list of
possibilities



05.
AIGA GUIDE TO
INTERNSHIPS



06.
AIGA STUDENT
RESOURCES



07.
AIGA POSITION
ON SPEC WORK



08.
AIGA
STANDARDS OF
PROFESSIONAL
PRACTICE





AIGA

From AIGA,
American Institute of Graphic Artists:

HOW TO FIND AN INTERNSHIP

This process can be a job in itself! Although it may be time-consuming, students should remember that there is a lot to be learned from the experience, which can set the stage for strong career development. The process of seeking an internship provides valuable experience in talking about one's work. Students will also learn about the professional practice of design and possibly discover new directions that their career could take. Competition for internship opportunities can be high, so students should be sure to start the application process early.

A GOOD INTERNSHIP HOST WILL

- ___ Issue students a job description before the internship begins that includes expected responsibilities and work hours
- ___ Provide an opportunity for students to work directly with a senior level designer or art director (who acts as a mentor)
- ___ Situate students in an on-site, professional, ethical, and safe work environment
- ___ Take account of student's personal learning goals and answer their questions
- ___ Provide students with the opportunity to experience a broad range of activities, including ideation and creative concept development, client interaction, new business proposal writing, and production preparation
- ___ Ask students to perform administrative work only as it relates to the design profession
- ___ Give students an evaluation at the conclusion of your internship
- ___ Reimburse you for transportation expenses incurred for and while on the job

TIME & MONEY

Internships may vary in their duration and approach to compensation. Internships typically last from a few months to a year. Students may be paid by the hour, the project, or a flat rate applied for the duration of the internship. Regardless of the compensation schedule, the total paid for hours worked must at least meet the required minimum wage rate in the state where the employment occurs. Employers are encouraged to also offer students invaluable small perks such as travel reimbursement, tickets to lectures, or specialized training, and recommendation letters or introductions to other professionals.

Students may also be eligible to earn academic credits for their internship experience. Students should check with their school's career services office to find out if an internship qualifies for academic credit. However, academic credit may not be enough for an internship experience to qualify as "unpaid" under the U.S. Department of Labor's internship guidelines. Employers will find a list of six standards that must be met for an internship to be unpaid, including a formal training program that "is structured around a classroom or academic experience as opposed to the employer's actual operations."

AIGA's Philadelphia chapter has created a Paid Internship Pledge that calls for "all private sector businesses to make a pledge to honor the law and fairly compensate the design students they may employ in the future." AIGA urges employers to provide paid internships whenever possible, and to fully comply with the U.S. Department of Labor's internship guidelines.

