

INTERNSHIP REQUIREMENTS

INDES 399R

❖ Before Your Internship:

- Once you have registered for the class, it should show as one of your courses on Learning Suite.
- Read the **Internship and New Hire Guidelines** and take the Internship Quiz. (Document and quiz available on Learning Suite under Content and Exams, respectively.) This will serve as your pre-internship orientation.

❖ During Your Internship:

- Reply to **two emails** from sot_advisement@byu.edu.
 - These emails will ask you questions and remind you of important information. Read through them carefully and reply promptly, no later than the due date indicated in the email. The first will be sent near the beginning of the semester/term, and the second will be sent a couple of weeks before the last day of classes.
 - Check your junk/spam folder frequently to ensure that emails from our office aren't being sent there rather than your inbox. Responding to these emails is a required assignment, so make sure you receive them.
- Work at least **60 hours at your internship per credit hour** you are registered for in the internship class (feel free to work more than that).

❖ On or before the last day of classes:

- Complete the **Evaluation of Employer** form. Available as a PDF on Learning Suite. Submit through Learning Suite.
- Fill in your information on the **Finalization Form**. Available as a PDF on Learning Suite. Submit through Learning Suite.
- Write a **Final Internship Brief**, at least 2 full pages in length. It should be a brief summary of the internship and can include pictures of any projects you worked on. However, pictures are not required. Detailed instructions on Learning Suite. Submit through Learning Suite.
- Prepare a **Final Presentation**, 7 slides formatted in a PDF document. Content must reflect your experience and should include: who you worked for, projects you worked on, working environment, things you learned about design and things you learned about yourself. Submit through Learning Suite.
- International Internships only: Create a **digital poster** about your internship experience. Detailed instructions on Learning Suite. Submit through Learning Suite.
- Your supervisor should complete the **Employer Evaluation of Internship Student**. Our office will email this *directly to your supervisor* near the end of the semester. This does not affect your grade.

❖ This is a pass/fail course. All assignments must be completed to pass the course.

❖ I understand the assignments and acknowledge that failure to complete these assignments by the due date will result in an E grade for the internship.

Signature: _____ Date: _____

Printed Name: _____

Course Outcomes:

1. Understanding

Student acquires professional experiences in Industrial Design.

2. Professional Communication

Student demonstrates professional communication skills (report).

3. Application

Student demonstrates the ability to use reflective thinking to convert professional experience into academic understanding.