

STRATEGIES FOR FINDING AN **INTERNSHIP**

An internship is a short-term, hands on, site-specific learning/work experience through which you receive training and gain experience in a specific field or career area. An internship can be paid or unpaid and can vary in hours and length. Though not required, Stamps students are strongly encouraged to pursue internships and other experiential learning opportunities for the following reasons:

- Experience beyond the classroom
- Confirming interest in your chosen career direction
- Establishing contacts for future networking
- Establishing resources for letters of reference
- Acquiring new transferable skills
- Earning money, or credit, or both
- Resume building
- Portfolio building

The list of benefits from an internship is limited only by what you hope to gain.

Internship vs. Summer Job

One person's summer job is another person's internship. It is not necessary to do a formal internship to gain valuable experience. For example, if your duties as a summer camp counselor include

teaching art you will gain valuable experience in teaching art.

There are many transferable skills developed in summer jobs and internships. Transferable skills are skills that can be taken from one source of employment to another. Non-transferable skills are those that are specific to one kind/site specific work.

Transferable skills include:

- Organizational Skills
- Communication Skills
- Leadership Skills
- Teaching Skills

When looking at internship and summer job possibilities, think about the kind of experience you want to have and what you can gain from the experience.

Credit for Internships

Sometimes earning income makes an unpaid internship out of the question, but sometimes an unpaid internship is too good to pass up. The Stamps School of Art & Design's Internship Proposal Form outlines the policy and procedure to obtain intern credit. A copy of the form is also attached to this handout. Please note that it is up to the school's discretion to award

credit whether you are engaging in a paid or unpaid internship.

It is your responsibility to complete the form and bring it to your internship supervisor for a signature. After the form has been completed, please return it to the Career Development Coordinator. **No credit is awarded for an internship after the fact. You must propose the internship and complete the appropriate paperwork first.**

As previously indicated, even if your job or internship on the surface does not seem to be art/design related, you may be gaining invaluable transferable skills.

Searching for an Internship

Focus on short term priorities to better define your search parameters. When searching for an internship you need to have some kind of starting point, but be open to many possibilities.

Some criteria to consider are:

- Geographic location
- Paid vs. unpaid
- Field or business
- Opportunities for networking and connecting

Searching for internships can take many forms. If you are interested in established internship programs, look at resources on the web including:

<https://www.wayup.com/>

<http://www.interninmichigan.com>

<http://www.internships.com>

<http://www.linkedin.com>

If you are interested in creating your own internship, the possibilities are almost endless.

Network with as many people as you can, and file the appropriate paper work to get credit for your internship. Stamps alums can be a good source for career exploration, networking and the possibility of finding an internship. Please meet with the Career Development Coordinator to help find alums in the fields that interest you. Possibilities for internships are also posted on the Stamps web site <http://stamps.umich.edu/career/opportunities> and through the

Internship Search Checklist

Develop internship goals:
Identify interests, values and priorities

Prepare a resume

Write cover letters/emails

Prepare a portfolio

Identify references

Investigate resources available to you at Stamps, the Career Center, etc.

Career Center Connector

<http://careercenter.umich.edu/article/career-center-connector>

Another valuable networking tool is LinkedIn and you can get started by going to www.linkedin.com.

LinkedIn also has a section devoted to internships and student jobs: www.linkedin.com/studentjobs

Targeted searching yields the best results and the Internet makes it easier than ever to search for organizations related to your interests.

Resumes and Cover Letters

If you have never written a resume or a cover letter before, refer to Stamps' handouts on these topics. You can also make an appointment with the Career Development Coordinator to discuss your resume and cover letter writing. In addition, the U-M Career Center provides help with resume and cover letter writing.

Portfolios

Many internship applications require a portfolio. Your internship search is an excellent impetus for developing a professional looking portfolio, and Stamps has a handout devoted to this topic. The sooner you have a web portfolio, the better! Web portfolios are an easy way to allow others to see your work.

Writing Samples

Internship applications may require a writing sample in the form of a personal statement, an excerpt from one of your papers, or a statement of purpose. Follow the guidelines the employer sets forth. The Career Development Coordinator is available to review writing samples. Employers are ALWAYS looking for good written and oral communication. At a recent meeting of 5 top advertising agencies, all concurred that they are looking for recent graduates with internship experience, a better developed portfolio and excellent writing skills.

Explore Internet the Career Resources on the Stamps Website

Submit applications

Practice interviews

Make follow up calls

Continue applying for new opportunities

Looking for funding for an internship?

Please take a look at our web site: http://www.stamps.umich.edu/career/internship_scholarship

Internship websites

The following list is an example of some internships sites. Your search may encompass many other sites.

Stamps School of Art and Design www.stamps.umich.edu/career/resources

The University Career Center www.careercenter.umich.edu

Museum Employment Resource Center www.museum-employment.com

National Gallery of Art www.nga.gov/content/ngaweb/opportunities.html

National Endowment for the Arts www.arts.gov

Internships.com www.internships.com

Smithsonian Institute www.si.edu/ofg/internopp.htm

TVJobs.com www.tvjobs.com/intern.htm

Women's Studio Workshop www.wsworkshop.org

Local Internship possibilities

Although not exhaustive, the following list is to give an idea of the internship opportunities available in and around Ann Arbor.

Ann Arbor Spark www.annarborusa.org

Intern in Michigan www.interninmichigan.com

Ann Arbor Art Center www.annarborartcenter.org

Ann Arbor Film Festival www.aafilmfest.org

Ann Arbor Art Fair www.artfair.org

Chelsea Center for the Arts www.chelseacenterforthearts.org

QLTD www.qltd.com

16 Hands Gallery www.16handsgallery.com

Sleeping Bear Press www.sleepingbearpress.com

U of M Graphic Design <http://uumarketing.studentlife.umich.edu/>

WDIV Channel 4 www.clickondetroit.com

U of M Student Employment www.studentemployment.umich.edu

For more information about internships, or to discuss other issues related to career development, contact John Luther, Career Development Coordinator, stamps.genbook.com

EVER WONDER WHERE STAMPS STUDENTS HAVE **INTERNEED?**

Here is a partial list

AC Lion
www.aclion.com

Alphazeta Inc.
www.alphazeta.com

American Greetings
www.corporate.americangreetings.com

Ann Arbor Film Festival
www.aafilmfest.org

Anna Sui Corp.
www.annasui.com

Anne Kessor Photography
www.akportraits.com/main.html

Apple
www.apple.com

ArtsAlliance- A Division of the Ann Arbor Chamber of Commerce
www.annarborchamber.org/community/arts/index.html

Band of Angels
www.bandofangels.com

Betsey Johnson
www.betseyjohnson.com

Bird Center of Washtenaw County Inc.
www.birdcenterwashtenaw.org

Campbell-Ewald
www.campbell-ewald.com

Casa de Unidad/Unity House
www.casadeunidad.com/index1.html

Chelsea Center for the Development of the Arts
www.chelseacenterforthearts.org

Coach www.coach.com

Communities in Schools (Art in the Alley)
www.insidesouthwest.com/artofswd-artinthealley.html

Cranbrook Art Museum
www.cranbrookart.edu/museum

Domestic Violence Project, Inc./Safe House
www.safehousecenter.org

Doner Adverstising
www.doner.com

Donghia Furniture & Textile
www.donghia.com

DPRO Marketing
www.dpromarketing.com

Elizabeth Dow Ltd.
www.elizabethdow.com

Endgame Entertainment
www.endgameentertainment.com

Fragments
www.fragments.com

GE Medical Systems
www.gehealthcare.com/worldwide.html

Gemological Institute
www.gia.edu

General Motors Design Center
www.gm.com/company/careers/career_paths/dc/ops.html

Ghostly International
www.ghoslly.com

Glacier National Park
www.nps.gov/glac

Great Commission Ministries
www.gcmweb.org

Hawaii Pacific Entertainment
www.hawaiipacificentertainment.com

Hook Studios
www.byhook.com

iDL Merchandising Solutions
www.idlpop.com/

Interlochen Arts Camp
www.interlochen.org/camp

list continued

J Walter Thompson
www.jwt.com

Landscape Forms, Inc
www.landscapeforms.com/sitemap.html

Latitude Digital, L.L.C.
www.latitudedigital.com

Liz Claiborne Inc.
www.lizclaiborneinc.com/careers/external/default.asp

LOGO
www.logoonline.com

LSA Development, Marketing and Communications
<http://141.211.177.75/lsa/facultystaff/lisadm>

M & S Manufacturing
www.m-smufacturing.com

Massachusetts Audubon Society
www.massaudubon.org/index.php

U of M Matthaei Botanical Gardens
www.lsa.umich.edu/mbg

Michigan Daily
www.michigandaily.com

MTS Seating
www.mtsseating.com

New Ohio Theatre
newohiotheatre.org

MTV Networks Human Resources
www.jobhuntweb.viacom.com/jobhunt/main/internships.asp

New Line Cinema
www.newline.com/internships/index.shtml

Pewabic Pottery
www.pewabic.com

Phillips de Pury & Luxembourg
www.phillipsdepury.com

Porter One Design
www.porterone.com

QLTD
www.qltd.com

Ray Brown Production
www.raybrownpro.com

Russell Design
www.russelldesign.com

Sparrow Health Systems
www.sparrow.org

Surface Magazine
www.surfacemag.com

The New Museum
www.newmuseum.org/now_new_initiatives.php

Thrivent Financial for Lutherans
www.thrivent.com

Tri-State Hospital Supply Co.
www.tshsc.com

University Musical Society
www.ums.org

UM Ford School of Public Policy
www.fordschool.umich.edu

University of Michigan Hospital & Health Centers
www.med.umich.edu/prmc/services/mc/logox.html

UM Kelsey Museum
www.lsa.umich.edu/kelsey

Vogue
www.style.com/vogue

WahlRich Design
www.wahlrich.com

Warner Music Group
www.wmg.com

Whirlpool Corporation, Global Consumer Design
www.whirlpoolcareers.com

PRESENTATION **CHECKLIST**

The following checklist is a useful tool whether you are preparing for a formal interview or have a chance meeting in which you can network. Some categories (i.e., resume, portfolio, etc.) may be more applicable to formal interviewing. Always have business cards or leave behinds with you, be able to discuss your interest in your chosen field, and follow up with contacts.

- _____ Resume
- _____ Portfolio
 - Relevance to organization
 - Examples of process
 - Ability to speak about each piece
 - Leave behind
- _____ Business Card or other means of contact
- _____ 30 second self-promotion
 - Background
 - Interests/Activities
 - Leadership/Campus Involvement
 - Major/Academic Interests
 - Volunteer Work
 - Special Abilities/Skills
 - Interesting Life Experiences
- _____ Ability to explain interest in your field
- _____ Ability to explain interest in employer's organization (do your research!)
- _____ Interview "outfit"
- _____ STAR (able to describe Situation, Task, Action/Activity, Result)
- _____ Ask for contact information
- _____ Follow up as agreed and/or appropriate
- _____ Send thank you letters/notes promptly

For more information about portfolios, or to discuss other issues related to career development, contact John Luther, Career Development Coordinator, by stopping at the front desk of the Smucker Wagstaff Academic Programs Center or calling to make an appointment (734) 764-0397.

INTERNSHIP PROPOSAL FORM

The following internship guidelines apply

- Students may earn one credit for each 50 hours of internship experience with a maximum of three credits applied toward graduation requirements.
 - Grade is pass/fail only.
 - All signatures must be completed on this form in advance of undertaking an internship and the proposal must be attached.
 - Students register for ARTDES 351 after the internship proposal has been approved and an over ride granted.
 - The student's and site supervisor's signatures on this form indicate a contractual agreement.
 - The Career Development Coordinator's signature indicates approval to pursue internship credit.
 - FINAL CREDIT is only awarded upon receipt of the students' summary and supervisor's evaluation.
- This completed, signed form, on Stamps letterhead, is proof that the student intern will receive credit for the internship experience.***

The attached internship proposal MUST address:

- Educational goals
- Tasks to be performed
- Expected outcomes
- How the internship furthers the student's individual creative endeavors

Student Name _____ UM ID# _____

Email _____ Class Level _____ (FR, SO, JR, SR)

Organization Name _____ Supervisor Name _____

Street Address _____ City _____ State _____

Semester to apply credits _____ (Fall, Winter, Spring/Summer) Year _____

Hours/Week _____ Total Hours _____

Position Title _____ Paid Internship _____ Unpaid Internship _____

- Please attach a description/proposal, which must include educational goals, tasks to be performed, and expected outcomes.
- Approval to pursue an internship for credit does not make the University of Michigan Stamps School of Art & Design liable for any injury suffered during the course of the internship.

Student's Signature _____ Date _____ Site Supervisor's Signature _____ Date _____

..... OFFICE USE ONLY BELOW

Approval to Pursue an Internship **Final Approval For Credit** Credits awarded _____

Career Development Coordinator _____ Career Development Coordinator _____ Date _____

INTERNSHIP **EVALUATION** FORM

Student Name _____

Internship Organization Name _____ Dates of Internship _____

Street Address _____ City _____ State _____

Number of hours completed _____

Thank you very much for working with a Stamps student. Internships, and other forms of experiential learning, are crucial to the career development of students and we greatly appreciate your contribution to the development of one of our students. **Please include the following information in your evaluation:**

1) Kinds of projects assigned to the student in regard to educational goals (add more as necessary)

a. _____

b. _____

c. _____

2) Comments on work habits (on time, able to complete tasks, etc.)

3) Comments on quality of the work completed

4) Areas in which you have seen growth, areas that need improvement

5) Overall impression of the student

6) Any other information you wish to supply

Employer Signature _____

INTERNSHIP **EVALUATION** FORM

For the future, please check all that apply:

_____ I would like to directly recruit Stamps students at the annual Portfolio Expo

_____ I would like to directly recruit Stamps students at another U-M event

_____ I would like to post positions through the Stamps website

www.art-design.umich.edu/career/for_employers

_____ I would like to post positions through another U-M website

<http://www.hireblue.umich.edu/>