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, A&D 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 arts and crafts 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 School of Art & Design’s Internship Proposal Form (http://www.art-design.umich.edu/pdf/Internship.pdf) outlines the policy and procedure to obtain intern credit. A copy of the form is also attached to this handout.

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 Academic Services Office.

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 might be:

- 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 and in books like *The National Directory of Arts Internships* available in the Academic Services Office, the Duderstadt Library, and the Career Center. 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. A&D 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 A&D web site [http://www.art-design.umich.edu/career/index.php?aud=e&menucat=cr](http://www.art-design.umich.edu/career/index.php?aud=e&menucat=cr) and through the Career Center Connector [https://umich-csm.symplicity.com/students/](https://umich-csm.symplicity.com/students/)

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 A&D’s 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**
Some internship applications require a portfolio. Your internship search is an excellent impetus for developing a professional looking portfolio, and A&D has a handout devoted to this topic.

**Writing Samples**
Internship applications may require a writing sample in the form or 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 communications. 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.

**Internship Search Checklist:**
- Develop internship goals: Identify interests, values and priorities
Prepare a resume
Write cover letters
Prepare a portfolio
Identify references
Investigate resources available to you at A&D, the Career Center, etc.
Explore Internet sites linked from www.art-design.umich.edu
Submit applications
Practice interviews
Make follow up calls
Continue applying for new opportunities

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

Art and Design Resources http://www.art-design.umich.edu/career/?page_id=135&aud=e&menucat=cr
The Career Center www.careercenter.umich.edu
National Gallery of Art www.nga.gov/education/interned.htm
National Endowment for the Arts http://www.nea.gov/about/Jobs/Internships.html
Paid Internships.com www.paidinternships.com
Smithsonian Institute http://www.si.edu/og/internopp.htm
TVJobs.com www.tvjobs.com/intern.htm
Wetfeet www.wetfeet.internshipprograms.com
Women’s Studio Workshop www.wswworkshop.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 Art Center www.annarborartcenter.org
Ann Arbor Film Festival www.aafilmfest.org
Ann Arbor Art Fair www.artfair.org
Chelsea Center for the Arts http://chelseacentерforthearts.org/
QLTD www.qltd.com
River Gallery www.chelsearivergallery.com
16 Hands Gallery www.16handsgallery.com
Sleeping Bear Press www.sleepingbearpress.com
U of M Graphic Design http://www.umich.edu/~uumktg/
WDIV Channel 4 www.clickondetroit.com
U of M Student Employment www.finaid.umich.edu/employ

**For more information** about internships, or to discuss other issues related to career development, contact John Luther, Career Development Coordinator, by stopping at the front desk of the Academic Services Office or calling to make an appointment (734) 764-0397.
The following internship guidelines apply: Only juniors and seniors may earn credit for an internship. Students may earn 1 credit for each 50 hours of internship experience with a maximum of 3 credits applied toward graduation requirements. No grade is assigned. Students first secure a site supervisor's signature and then the Career Development Coordinator's signature before undertaking an internship. Students register for ARTDES 351. The student's and site supervisor's signatures on this form indicate a contractual agreement. The Career Development Coordinator's signature indicates approval for internship credit.

Three documents are required for credit: this Internship Proposal Form with the three signatures listed above, a written summary of the experience by the student, and a site supervisor's performance evaluation. Return these three documents to the Career Development Coordinator in the Academic Services Office for a final evaluation by the Associate Dean before the School of Art & Design posts the Internship credit to your transcript.

Name________________________________ UM ID#__________ Email____________________ Class Level____

Internship Organization:_______________________________ Supervisor Name:________________________

Address:________________________________________________________________________________________

Semester:______ Hours/Week:____ Total Internship Hours:_____ Position Title:________________________________

Responsibilities (describe here or attach a position description):

Proposal Approval

Site Supervisor's Signature __________________________ Date ________________

Career Development Coordinator __________________________ Date ________________

Student's Signature __________________________ Date ________________

Final Approval for Credit

Credits Awarded:____

Approved by __________________________ Date ________________

Grade Processed by __________________________ Date ________________
Ever wonder where A&D students have interned? Here is a partial list:

AC Lion http://www.aclion.com/
American Greetings http://corporate.americangreetings.com/
Ann Arbor Film Festival http://www.aafilmfest.org
Anna Sui Corp. http://www.annasui.com/
Apple http://www.apple.com
ArtsAlliance - A Division of the Ann Arbor Chamber of Commerce
http://www.annarborchamber.org/community/arts/index.html
Band of Angels http://www.bandofangels.com/
Bauer, Dunham & Barr http://www.beedeebee.com/
Betsey Johnson http://www.betseyjohnson.com/
Bird Center of Washtenaw County Inc. http://www.birdcenterwashtenaw.org/
Campbell-Ewald http://www.campbell-ewald.com/
Casa de Unidad/Unity House http://casadeunidad.com/index1.html
Chelsea Center for the Development of the Arts http://chelseacentterforthearts.org/
Christ Child Society/Detroit Chapter http://www.ccsdetroit.org/
Communities in Schools (Art in the Alley) http://www.insidesouthwest.com/artofswd-artinthealley.htm
Cranbrook Art Museum http://www.cranbrookart.edu/museum/
Domestic Violence Project, Inc./Safe House http://www.safehousecenter.org/
Doner Advertising no external web site
Donghia Furniture & Textile http://www.donghia.com/
DPRO Marketing http://www.dpromarketing.com/
Elizabeth Dow Ltd. http://www.elizabethdow.com
Endgame Entertainment http://www.endgameentertainment.com/
Fragments http://fragments.com/
GE Medical Systems http://www.gehealthcare.com/worldwide.html
Gemological Institute http://www.gia.edu/
General Motors Design Center http://www.gm.com/company/careers/career_paths/dc/ops.html
Glacier National Park http://www.nps.gov/glac/
Graphic Design Office Division of Student Affairs
Great Commission Ministries http://www.gcmweb.org/
Great Faith Ministries International http://greatfaith.org/index.php