

Internship Policy for Industrial Design Firms

ASU Industrial Design Graduate Internship Overview

The Industrial Design Graduate Internship offers students a means to collaborate with practicing designers in meaningful and relevant off-campus learning experiences that introduce students to the professional office and practice. In addition, students earn academic credit for what they learn in the off-campus experience. The internship goal is to fill the gap between the academic and professional worlds. It is a time when the student can see the profession in an unthreatening manner and get an overview of the profession in all its details. The internship is a part of the Master of Industrial Design curriculum. The internship offers a means to maximize the graduate educational experience by expanding professional training and, when feasible, developing strength in special interest areas. The internship will also prepare the student for the transition in academic focus and level of design complexity, which occurs before the final graduate year.

Internship Program Guidelines

The internship is a practical learning experience outside the university in a firm providing design services. The experience is an extension of the classroom into the professional office. It is the responsibility of the sponsoring firm to give interns a broad exposure to a full range of professional practice activities, provide meaningful task assignments and guidance, and assign one intern supervisor. The requirements for this internship include full time on-site hours (35 hours per week minimum) during regular office hours between May 10 and August 15, and submission of documentation as described below. Internships are typically 8 weeks in length. To receive credit for the internship experience, the student intern must complete an absolute minimum of 120 hours. Students are eligible to participate in the internship after successfully completing the first year of Industrial Design studios (IND 521 and IND 522). International students completing an internship in the United States will register for the IND 584 Internship course during the summer. All other students register for IND 584 the following fall semester.

Materials Required for Internship

Internship Contract

The internship contract is filled out by the student, approved by the firm supervisor, and approved by the internship coordinator. These are all sent and approved through Handshake. This form must be completed BEFORE beginning the internship.

Student Placement Agreement

A Student Placement Agreement must be signed by the internship supervisor prior to the start of the internship. Once the contract is signed by all parties through Handshake, the SPA will be sent via DocuSign to the supervisor's email address.

Supervisor Evaluation Form

The supervisor's evaluation form is completed by the student's internship supervisor after completion of the internship. It is a primary component required for posting a grade in IND 584. The internship supervisor is expected to comment on the quality and on the value of the student's performance within his/her firm. This form will be sent via Handshake to the supervisor's email address.

Any questions regarding the internship forms can be sent to designgrad@asu.edu and questions regarding the

internship program can be directed to the Internship Coordinator Pepe Velasquez (joseph.velasquez@asu.edu).

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