

SUBMITTING REQUESTS FOR STUDENT DESIGNERS / INTERNS
Rowan University, Department of Art

Thank you for your interest in working with one of our design students.

Their educational program at Rowan University prepares them for professional practice and there are often requests for their design assistance as interns or on special projects.

We support the students in seeking quality opportunities for applied learning outside the classroom. To assure best outcomes, professionalism, and fairness, we ask that all prospective employers follow guidelines in seeking student designers. Please begin by providing this information:

CONTACT INFO

1. Client/organization name
2. Contact person in the organization
3. Contact's title, phone and email

EXPECTATIONS

4. Description of project: purpose/client/audience/extent of the design need?
5. Are there special skills that the intern must have?
6. Timeframe for the experience? (weeks? months? summer?)
7. How many hours weekly? How much flexibility in times/days?
8. Is this a paid position?* is there reimbursement for travel/parking/etc.?

When the above information has been submitted and approved by design faculty, the description will be posted. At that point, students may apply to the client; we think it is best if they take the initiative to contact you, rather than expecting the faculty to 'make a match,' although faculty will provide recommendations in this process.

We encourage the client/supervisor to meet with the applicant(s) and review student portfolios as part of an interview process. For best results after hiring a designer, we recommend conducting an entrance meeting to clearly define expectations and additional meetings as necessary to assure a positive experience and clear communication and expectations between student and client. If there are concerns about the design experience at any time, we urge the designer and client/supervisor to meet and discuss the problem; if the issue is still unresolved, please contact a design faculty representative.

ETHICS

We support the ethical standards of AIGA for student interns, which generally means that we do not support students doing design work for free.

Please refer to the link: <http://philadelphia.aiga.org/unpaid-internship-pledge/>

The U.S. Small Business Association website offers good information on working with students/interns and setting up productive experiences:

<http://www.sba.gov/community/blogs/5-tips-hiring-and-managing-summer-intern>

Questions? Please contact the Department of Art and a design faculty member will respond to you. Phone 856.256.4010