

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 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> and through the Career Center Connector <https://umich-csm.symlicity.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 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 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 <http://art-design.umich.edu/career/resources>
 The Career Center www.careercenter.umich.edu
 Museum Employment Resource Center <http://www.museum-employment.com/>
 National Gallery of Art www.nga.gov/education/interned.htm
 National Endowment for the Arts <http://www.arts.gov/about/Jobs/Internships.html>
 Paid Internships.com <http://www.internships.com>
 Smithsonian Institute <http://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 <http://www.annarborusa.org/>
 Intern in Michigan <http://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 <http://chelseacenterforthearts.org/>
 QLTD [www.qltd.com](http://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 Smucker Wagstaff Academic Programs Center or calling to make an appointment (734) 764-0397.

Ever wonder where A&D students have interned? Here is a partial list:

AC Lion <http://www.aclion.com/>

Alphazeta Inc. <http://www.alphazeta.com/>

American Greetings <http://corporate.americangreetings.com/>

Ann Arbor Film Festival <http://www.aafilmfest.org>

Anna Sui Corp. <http://www.annasui.com/>

Anne Kessor Photography <http://www.akportraits.com/main.html>

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://chelseacenterforthearts.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 Adverstising 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>

iDL Merchandising Solutions <http://www.idlpop.com/>
Interlochen Arts Camp <http://www.interlochen.org/camp/>
J Walter Thompson <http://www.jwt.com>
Landscape Forms, Inc. <http://www.landscapeforms.com/sitemap.html>
Latitude Digital, L.L.C. <http://www.latitudedigital.com/>
Liz Claiborne Inc. <http://www.lizclaiborneinc.com/careers/external/default.asp>
LOGO <http://www.logoonline.com/>
LSA Development, Marketing and Communications <http://141.211.177.75/lsa/facultystaff/lsadm/>
M & S Manufacturing <http://www.m-smanufacturing.com/>
Massachusetts Audubon Society <http://www.massaudubon.org/index.php>
UNIVERSITY OF MICHIGAN MATTHAEI BOTANICAL GARDENS www.lsa.umich.edu/mbg
Michigan Daily <http://www.michigandaily.com/>
MTS Seating <http://www.mtsseating.com>
New Life Church <http://nlcweb.org/>
MTV Networks Human Resources <https://jobhuntweb.viacom.com/jobhunt/main/internships.asp>
New Line Cinema <http://www.newline.com/internships/index.shtml>
Pewabic Pottery <http://www.pewabic.com/>
Phillips de Pury & Luxembourg <http://www.phillipsdepury.com/>
QLTD <http://www.qltd.com>
Ray Brown Production <http://www.raybrownpro.com/>
Rubies Costume Co. <http://www.rubies.com/>
Sparrow Health Systems <http://www.sparrow.org/>
Surface Magazine <http://www.surfacemag.com/>
The New Museum http://www.newmuseum.org/now_new_initiatives.php
Thrivent Financial for Lutherans <http://www.thrivent.com>
Tri-State Hospital Supply Co. <http://tshsc.com/>
University Unions Graphic Design <http://www.umich.edu/~uumktg/>
UM Ford School of Public Policy <http://www.fordschool.umich.edu>
University of Michigan Hospital & Health Centers
<http://www.med.umich.edu/prmc/services/mc/logox.html>
UM Kelsey Museum <http://www.lsa.umich.edu/kelsey/>
Vogue <http://www.style.com/vogue/>
WahlRich Design <http://www.wahlrich.com/>
Web Design with Brendan Chard <http://chard.net/>
Whirlpool Corporation, Global Consumer Design <http://www.whirlpoolcareers.com/>

