

# INTERNSHIP BRIEF

## NMA INTERNSHIP

### **Why the Final Internship Brief & Presentation?**

Each Student is required to DESIGN and PRESENT a final INTERNSHIP BRIEF at the end of the semester that reflects on their internship experience. The Internship Brief is the instructor's way of evaluating the student's progress, knowledge and insight gained by the internship learning experience. It is also the students' opportunity to share the creative work that was completed as a result. More than just a method of reporting the learning outcomes of the internship, the Internship Brief is a piece in itself and therefore its creative aesthetics are just as important as the content within. The Internship Brief itself will be presented at the final Presentation, no need to design a separate presentation document. *Be sure to allow adequate time for the writing aspect of this brief.*

### **How Much are the final Internship Brief and Presentation Worth?**

100 Points.

### **How to Turn-In Your Progress Reports?**

The final Internship Brief must be submitted as a designed Web site or Digital designed PDF.

Name file FirstLastname\_InternshipBrief\_SemesterYr.pdf (or .ppt or .html), and post to your class web site by the scheduled due date and time. *Double check that the link to it is working correctly prior to the start of our presentation.*

*Please Note:* No late Final Internship Briefs will be accepted – so turn in what you have, and you will be graded accordingly. It is your responsibility to ensure that everything is completed/working correctly prior to coming to class and presenting. *If you have been awarded an incomplete, you will still be required to participate in the final meeting by listening and inquiring of your peers experience. You will be responsible for presenting your Final Internship Brief at the next term's internship meeting in front of peers. If you fail to do so you will be docked according the the gradebook's worth of the presentation and meeting participation portion of your grade when your incomplete grade is calculated and submitted.*

THE FINAL INTERNSHIP BRIEF MUST INCLUDE:

**Your Name, Course, Semester/Year, Instructor, Organization and Supervisor names.**

**An accurate record and total of hours worked and what was accomplished via a chart or table of some sort.** You may organize time by dates, months, progress reports, activities, or by whatever method seems most organizationally appropriate given your internship experience. Please refer to your Progress Reports for an accurate time log of your internship.

**A Written Statement documenting and reflecting on your overall internship experience in detail.**

The writing style of this brief is expected to be professional with complete sentences and well-organized information. The use of slang and contractions should be avoided. The content should be reflective, honest, yet tactful. Feel free to use excerpts and ideas developed as a result of writing your Progress Reports to inform your writing. *The statement must also address the following:*

**A Reflection:** Describe the organization or business where you interned. What is the nature of the work they perform/specialize in? Did your preconceived views of the company or your views of the type of work they perform change? Describe how this internship impacts your view of animation or interface design and your proposed place in it. For example did you find a new passion for something, do you finally know what type of work you would like to do or not do? Is there anything you really enjoyed, disliked or would change about the company or your position/experience there? Would you recommend this internship to another student?

**Strengths and Weaknesses:** Write a short narrative statement telling about your strengths and weaknesses during your internship experience. In terms of theory or technical knowledge, what if anything did you learn or gain—What did you find you needed more work on? If working in groups, was this a pleasant or challenging experience for you?

**Your Work:** Write a short narrative statement describing the type of work you competed and the process you underwent to get there. How was your time management? Do you feel that the quality of the work you produced up to industry standard? Were you personally satisfied with the quality of the work? Do you feel you made a significant contribution to the business/organization or project? If you could change anything in your personal work, what would you change?

Include 2-4 visual samples from your internship.