

374 Designs

Internship Process

The purpose of the 374 Designs internship program is to allow practical growth opportunities for future design students. The staff of 374 Designs takes a personal interest in the development of our interns. Each intern is assigned a staff mentor who advises and assists the intern in his/her learning and facilitates growth.

We have developed a unique plan for developmental growth for our interns that provides a roadmap for both parties.

Expectations

6 Month Commitment

Since professional and creative development only happens over a long period of repetitive practical application, it is expected that the intern would commit six months to the internship program.

Project Scope

Throughout the program, each intern should be able to accomplish one project - at the appropriate skill level - per two weeks.

Skill Development

Each intern should progress up the skill development chart a minimum of one level every six weeks.

Personal Growth

Each intern should expect to experience significant personal and leadership development throughout the internship.

Requirements

Every intern should have their own computer (preferably a Mac) and legal copy of the Adobe Creative Suite (CS6). Also, an internet connection and webcam will be needed.

Record-Keeping

The intern will use an online application to log all time, for both client billing and any other uses as needed (school credit, program development evaluation, etc). Further, the intern is expected to log all activity associated with a project through 374 Design's project management system.

School Credits

374 Designs is willing to complete any paperwork needed for college course credit. However, the intern is responsible for any documentation or other requirements as dictated by the educational institution.

Confidentiality

All interns are required to sign a non-disclosure agreement (NDA). 374 Designs works with clients who require confidentiality. Further, the NDA precludes all interns from representing that they are an independent agent and forbids pursuing a client relationship beyond the participation in the internship program.

Portfolio

Where not forbidden by NDA's or otherwise prohibited by 374 Designs staff, interns are free to include any project completed under the internship program in a professional portfolio for future employment purposes. Any works included must be designated as "completed as an intern with 374 Designs."

Compensation

In general, there is no monetary compensation for work completed with 374 Designs. On some occasions, a small amount of budget might be allocated for intern time reimbursement. In such cases, the intern will be issued a 1099 and compensated as an independent contractor. Any pre-approved expenses incurred by the intern while conducting business on behalf of 374 Designs will be reimbursed. On rare occasions, the intern might be expected to pay for expenses incurred by 374 Designs in the execution of the internship program.

We consider our time as a significant compensational investment in return for any work completed for 374 Designs in the internship program. Our interns are an integral part of the day-to-day operations of the company and will experience significant growth as a result.

Process

Each week (or every two weeks, depending on the project scope), the intern's staff mentor will assign them a new project and deliver a creative brief. The intern will be given access to 374's project management system and will maintain communication through that system. The intern will be expected to do an online check-in (through Skype or similar method) once a week with the staff mentor. The mentor will check on project process, ensure learning progress, and help facilitate the advancement of the intern along the individualized growth plan.

See the development plan on the next page for an example.

Questions

Have questions about the program? Give us a call and let's chat!

374 Designs

Internship Process

ALL INTERNS

Project Management / Administration / Misc. Research

LESS



EXPERIENCE LEVEL



MORE

SOCIAL MEDIA

Schedule Posts

Content Curation

Strategy Consulting

Strategy Implementation

WEB DESIGN

Blog Posting

HTML Emails

Design Basic Sites

Design Advanced Sites

PRINT & BRANDING

Acquire Design Assets

Small Design Projects

Branding Projects

Large-scale Projects

VIDEO & MOTION

Scripting

Creating Assets

Video Editing

Motion Graphics