



Guide for Supervisors

June 2007



Overview

Youth Design Boston is a program of The American Institute of Graphic Arts Boston Chapter (AIGA), a volunteer organization led by a team of working design professionals who are members of the AIGA. Our primary sponsor for YDB 2007 is Design Continuum.

This unique summer internship program introduces Boston high school students to careers in the design profession. AIGA, the Private Industry Council of Mayor Menino's office (PIC) and partnering schools in the Boston Public School system collaborate on this program to provide creative work opportunities to motivated young people, enabling them to work in a variety of design workplaces and create inroads to long term careers in Boston's vibrant design industry.

The interns will gain specific skills and work experience as well as a broad exposure to educational and career opportunities in design. In addition to work-related responsibilities, students will be encouraged to produce a personal project such as a resume or web page that demonstrates design competence and creates a tool for their future career development. They will also be invited to attend design exhibits, conferences and other professional development programs each week during the summer.

Partners

American Institute of Graphic Arts

www.boston.aiga.org

AIGA is the professional association of design. This is a national community of print, interactive and web designers committed to advancing excellence in design as a broadly defined discipline, strategic tool for business and cultural force. AIGA-member firms will offer high-quality summer internships with the goal of providing meaningful exposure to the design profession, teaching concrete occupational skills and integrating students into their design teams.

Private Industry Council

www.bostonpic.org

The PIC is a non-profit workforce intermediary that organizes the private sector component of the Mayor's Summer Jobs Initiative. The PIC and AIGA work together to identify internships with design firms and corporations that have in-house design departments. PIC career specialists, located within our partner high schools, recruit and screen candidates to ensure a good student / employer match. After the YDB team interviews and places the students, the PIC will enroll the interns in job readiness workshops and continue to provide support to the design employer and students throughout the summer.



2007 Program Dates

June 26 – Orientation held at the Boston office of the PIC

July 9 – First day of work

August 23 – Graduation day

Orientation - 1st Day at Work!

It is important that every intern receives an informative orientation on the first day of work. This orientation can include:

- An explanation of what the firm does, what you do, what their responsibilities may include, and a formal introduction to co-workers
- Guidelines for professional behavior appropriate to your firm (dress code, sexual harassment policy, etc.)
- Distribution of any other materials / policies your firm distributes to new staff members, and exchange of your intern's emergency contact information (parent / guardian phone numbers) and your office's emergency policies and phone numbers

What is expected?

- All interns will be expected to attend the Youth Design Boston Orientation on June 26.
- If interns have days need to miss a day of work or reschedule a day, that time off should be approved by your firm at least a week in advance.
- Interns must attend weekly Professional Development segments (see page 5).
- The students will fill out questionnaires about their internships and give feedback in a small group setting.

Pay and Hours

Ideally interns will work Monday through Friday. However, you and your intern should plan their work week in whatever way works best for both of you, ensuring that:

- Interns are paid for 30 hours per week for 7 weeks
- Your intern completes 28 hours a week in your workplace and attends the Professional Development Program on Thursday from 9-11 am (these hours are included in the interns weekly wages).
- The hourly rate is \$8.50 / hour plus 7.65% FICA.



Planning Work

One person should be responsible for the intern at all times throughout employment, although the mentoring may be shared among many designers in your firm. As a supervisor, you are not obligated to be present during all of your intern's hours, as long as he / she has work to do independently and others are present to help.

Ideally, the intern's job will be a balance of work that is useful to you and your firm, and engaging and educational for the intern. Work is considered engaging when an intern can clearly make a connection between their tasks and your firm's products and services. We encourage you to try to outline such connections, especially when interns are doing what they may perceive as "busy work". If you are having trouble finding specific tasks for your intern, here are some suggested educational activities that you can use:

- **Job Shadowing** – Allow the intern to spend time observing and interviewing different staff members about their job responsibilities
- **Research Projects** – Develop projects where interns can research different aspects of design
- **Professional Development Assignment** – Allow your intern to work independently on his / her Resume Design project, but please make time to assist and give advice

Some Recommendations for Workplace Assignments

The Professional Development Series (see page 5) encourages ongoing educational assignments, which are to be completed by the interns during their hours at the firm. These will be ongoing personal projects that interns can have as a physical product of their summer's work.

- **Resume Design:** Interns will work on a resume that demonstrates design competence and may serve as a tool for future career development. Supervisors should assist interns in this project. It is a good way to help them develop their design skills.
- **Portfolio Development:** Interns may work with their mentor firms on a design piece for their portfolio. Any advice or ideas on how to create comprehensive portfolio pieces, as well as interview tips will be helpful to the intern.



The Professional Development Series

Interns are expected to attend our Professional Development segments, once a week on Thursday's from 9 – 11 am. The program will include presentations at mentoring design firms, design-related field trips, Q & A with students studying design at area colleges, sketching tours and creative projects, and other teaching tools to achieve the goals outlined below. All of the mentoring firms will be invited to host a program, and those who run the programs may also host one.

The Professional Development Series is based on the understanding that in order to pursue careers in the creative sector, young people must:

- Recognize the economic productivity and social importance of artistic work
- Be equipped with professional skills as well as relevant work experience
- Observe and understand the educational and professional paths that will help transform their artistic talent and interests into a successful career

These segments will be arranged and run by Alisa Aronson, our YDB Student Coordinator.



Missed Work

Interns are allowed to miss an appropriate amount of work due to illness, emergency, or previously scheduled vacation. In these instances, we encourage you to work with your intern to make up their hours if it is convenient for you and your firm. If your intern is chronically late or misses excessive hours, please notify Sherry Saunders, our YDB Studio Coordinator immediately at 774-218-8149. Please make sure that an intern submits a request to “Missed Work Form” that is filed by the mentor (see the last page of this guide). This helps us keep a record of the student’s experience.

Liability

- Please do not give your YDB intern keys to your office
- Do not leave your intern alone in your office during his / her working hours
- AIGA is not liable for the behavior and conduct of the YDB intern. Please treat this relationship as a professional contract and clearly communicate your firm’s rules and the expected conduct for all of your employees.

Payroll

Interns are paid for 30 hours of work time per week through the Private Industry Council (The PIC). Every 2 weeks, the students will need to pick up their check at The PIC’s Office, 2 Oliver Street – 7th Floor, Boston. Your intern must submit a completed timesheet signed by you at the end of every week. This timesheet should be faxed to Wing Tang at the PIC’s office, fax no. 617-423-1041. Interns should bring the completed original with them when they pick up their check.

Evaluation

An intern’s experience will be greatly enhanced by honest and comprehensive evaluation. We encourage you to make time every few weeks to let him / her know that they are doing well, and what they could be doing better. The firms and students will receive evaluation sheets to be exchanged at the end of the internship.



YDB Contacts

Studio Coordinator – Sherry Saunders, p. 774-218-8149, saundesh@emmanuel.edu

Student Coordinator – Alisa Aronson, p. 617-661-1426, alisaaronson@comcast.net

Payroll – Wing Tang of the PIC's office, p. 617-423-3755, fax no. 617-423-1041

If you have an emergency and Sherry and Alisa are not reachable, you can also contact Tracy Swyst, Director of Operations for AIGA Boston, at 781-395-1327, ycartfl@aol.com.

When to Contact Sherry Saunders or Alisa Aronson

In order to ensure that this summer's experience is productive and educational for the intern, as well as comfortable and useful for you and your firm, we want to make sure that the interns are held accountable to professional standards of behavior, dress, etc. One of the focuses of the Professional Development Series is to help interns identify and understand these standards. We fully expect that every intern is well equipped to navigate an office environment. However, problems may arise, and it is crucial to the intern's learning that you not only speak to them personally, but also that you notify Sherry and Alisa about any problems as they arise. That way, we can work together to eliminate problems before they become serious issues for you, the intern, and your firm. Additionally, please feel free to utilize Stephanie or Alisa Aronson as a resource if you are having trouble identifying work or creating projects for your intern. Alisa will be organizing the Professional Development Series and may be able to answer your questions regarding this as well.

RECOMMENDED READING ABOUT GRAPHIC DESIGN

GRAPHIC DESIGN BASICS

Visual Forces: An Introduction to Design

Benjamin Martinez and Jacqueline Block

The Non-Designers Design Book: Design and Typographic Principles for the Visual Novice

Robin Williams

The Elements of Graphic Design: Space, Unity, Page Architecture, and Type

Alex White

GRAPHIC DESIGN BASICS: TEXTBOOKS

Design for Communication: Conceptual

Graphic Design Basics

Elizabeth Resnick

Visual Literacy: A Conceptual Approach to Graphic Design Problem Solving

Richard and Judith Wilde

TYPOGRAPHY BASICS

The Mac (PC) is not a Typewriter

Robin Williams

Type Rules: Designer's Guide to Professional Typography

Irene Strizver

Stop Stealing Sheep (and find out how type works)

Erik Spiekermann and E.M. Ginger

GRAPHIC DESIGN HISTORY

Graphic Design Time Line: A Century of Design Milestones

Steven Heller

Graphic Design History

Steven Heller and Georgette Ballance

A History of Graphic Design

Phillip Meggs

GRAPHIC DESIGNER'S 'DESERT ISLAND' BOOKS

Nine Pioneers in American Graphic Design

R. Roger Remington and Barbara J. Hodik

Mixing Messages: Graphic Design in Contemporary Culture

Ellen Lupton

Typography Now: The Next New Wave

Rick Poynor and Edward Booth-Clibbon

Make it Bigger

Paula Scher

ESSAYS / READINGS ABOUT DESIGN

Design Literacy: Understanding Graphic Design

Steven Heller

Citizen Designer: Perspectives on Design Responsibility

Steven Heller and Veronique Vienne

Toothpicks & Logos: Design in Everyday Life

Jon Heskett

GRAPHIC DESIGN BUSINESS / FREELANCING

Graphic Artists Guild Pricing and Ethical Guidelines

Graphic Artists Guild

The Business Side of Creativity

Cameron Foote

ALL ABOUT THE PRINTING PROCESS

Pocket Pal

International Paper Co.; free, call 1-800-854-3212

GRAPHIC DESIGN MAGAZINES

Communication Arts

Step-by-Step Graphics

How

youthdesignboston

summer design internships for city high school kids



Missed Work Form

I will be out of the office for _____ min / hrs / days on (date): _____

to (date): _____

Student _____ Date _____

Supervisor _____ Date _____