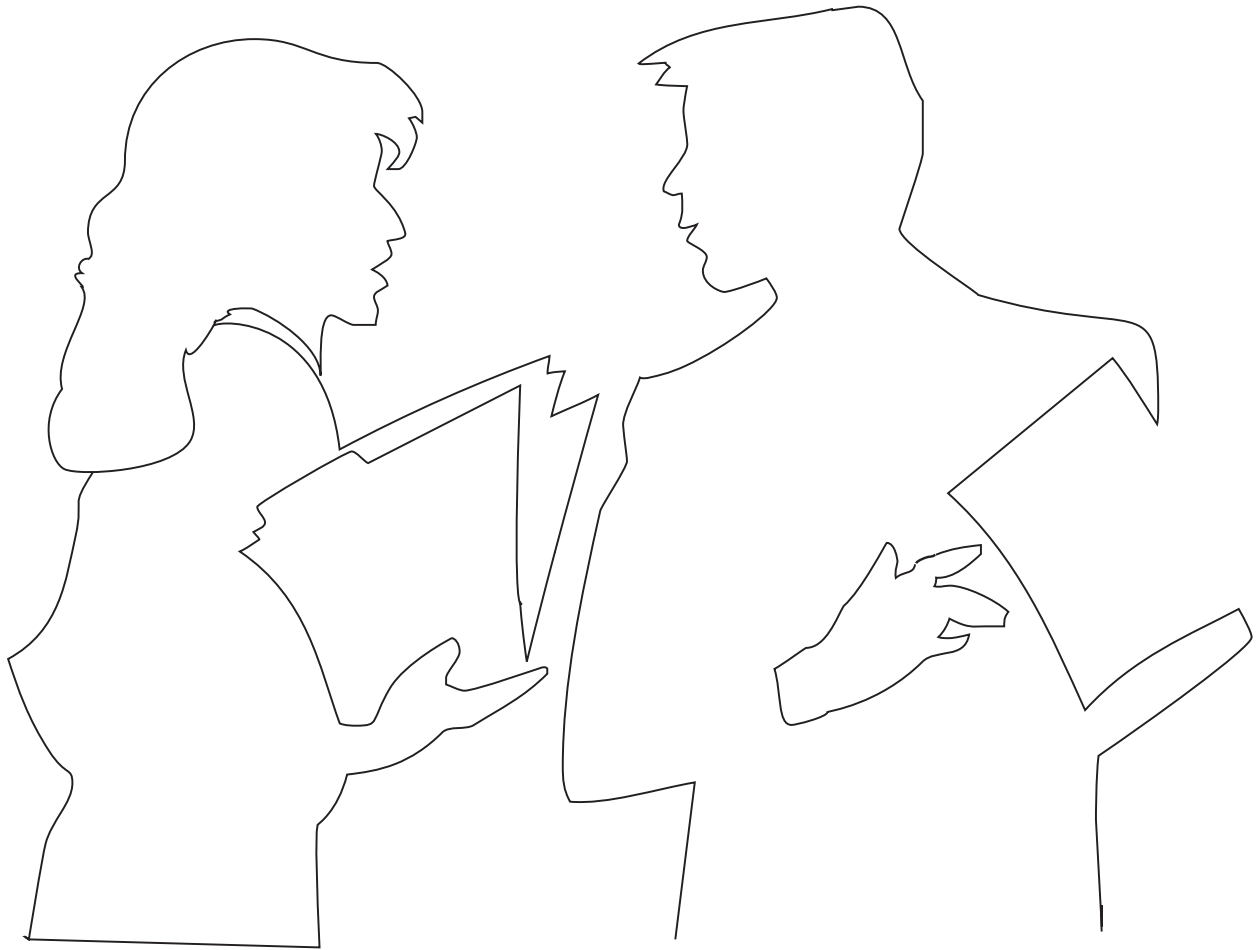


Internship Program Manual

Department of Computer Graphics Technology



401 N. Grant Street, Knoy Hall
Purdue University
West Lafayette, IN 47907-2021
jabirchman@purdue.edu
Voice: (765) 494-7312
Fax: (765) 494-9267

CGT Internship web page: www.tech.purdue.edu/CGT/Career-Resources/internships.cfm

Table of Contents

| | |
|--|------------|
| Department of Computer Graphics Technology Mission Statement | 1 |
| About Computer Graphics Technology | 1-2 |
| Contact Information of the CGT Internship Coordinator | 2 |
| Internship Program Overview | |
| Types of CGT Internships | |
| Not for Credit Internship | |
| Benefits/ Drawbacks | 3 |
| For Credit Internship from Other Departments | |
| Benefits/ Drawbacks | 3 |
| CGT 30922, for Credit Internship | |
| Benefits/ Drawbacks | 3 |
| Flowchart of Directions for Students Interested in Internships | 4 |
| First Steps to Take | 5 |
| CGT 30922 Internship - Detailed Description | |
| Responsibilities before Enrollment into the CGT 30922 Internship | 6 |
| Responsibilities while in the Internship | 6 |
| Responsibilities while Enrolled in CGT 30922 | 6 |
| Appendices | |
| Internship Courses | Appendix A |
| CGT 30922 Internship Presentation Guidelines | Appendix B |
| Sample of a Completed Internship Request Form | Appendix C |
| Sample of a Completed Internship Verification of Hours & Evaluation Form | Appendix D |

Department of Computer Graphics Technology

Mission Statement

The mission of the Department of Computer Graphics Technology at Purdue University is to prepare students to be the nation's best practitioners, managers and leaders of applied computer graphics. The Department will be recognized as the national leader through its diverse faculty, staff, and students, and its excellence in learning, discovery and engagement.

About CGT

The Department of Computer Graphics Technology prepares visually oriented students who are interested in creating and managing the production of computer graphics for a wide range of industry. Students work in computer labs developing their graphics skills, techniques, concepts, and management ability through individual and team-based projects. After successful completion of the freshman graphics curriculum, students can select to specialize in one of four signature areas in interactive multimedia, technical animation, virtual product integration, or construction graphics.

Interactive Multimedia Development

Interactive Multimedia Development is an area of study concerned with the analysis, design, production and distribution of interactive multimedia, such CD-ROM and Web-based tools. Study in Interactive Multimedia focuses on asset building skills as it relates to type, raster & vector graphics, computer programming, audio, video and animation. The curriculum also focuses on the composition of media assets within authoring and Web technologies to create tools that inform, educate, persuade and entertain. Students graduating from the program are prepared for management level roles as producers, art and technical directors as well as asset building roles in all areas of multimedia and hypermedia production.

Computer Animation

This area of study is concerned with the analysis, design, production and distribution of motion/time based computer graphics, both of linear and non-linear, applied to commercial entertainment, marketing, training, design, project management, graphical simulation in manufacturing & construction, and virtual environments. Study in animation and spatial graphics focuses on developing and integrating skills in raster & vector graphic technology, 3D model building, lighting & rendering, storyboarding, script writing, virtual-motion based physical simulation, analog to digital audio & video, computer programming, and project database management. The curriculum also addresses the application of this technology to appropriate existing media formats for Web technologies, compact disk, video, static output & print as well as emerging media formats. Students graduating from the program are prepared for production and management level roles as modelers, animators, producers, and technical or art directors in all areas of animation and virtual environment production.

Virtual Product Integration

Virtual Product Integration prepares students to be practitioners and managers of computer graphics to support the engineering design and manufacturing processes. PLM integration specialists are knowledgeable and skilled in wireframe, surface, and parametric 3D solid modeling, industrial graphics standards, and in database management strategies. The curriculum combines lab-based technical skills with classroom-based knowledge to prepare graduates who are able to contribute immediately and effectively to those employers who are engineering design graphics and database users, service providers, or consultants. Areas of study include manufacturing terminology and manufacturing practices, engineering design, manufacturing documentation, 3D modeling, animation, multimedia, computer programming, web technologies, video, marketing, and communications.

Construction Graphics

Construction Graphics prepares students to be practitioners and managers of computer graphics in the field of architecture, engineering and construction. The graduate will have the ability to master 3D modeling of architectural concepts as well as communicating or marketing them through the use of animation, interactive multimedia, the web, and video. Areas of study include construction terminology and building practices, construction documentation, construction management, 3D modeling, animation, multimedia, web technologies, video, computer programming, marketing, and communications.

Contact Information of the CGT Internship Coordinator

The CGT Internship Coordinator is: Professor Judy Birchman

Office address: 401 N. Grant Street, Knoy Hall
Purdue University
West Lafayette IN 47907-2021

E-mail: jabirchman@purdue.edu

Telephone: (765) 494-7312

Fax: (765) 494-9267

Internship Program Overview

There are 3 types of internships recognized in the CGT department, one not for credit, one for credit taken as CGT 30922, and one for possible credit taken through other departments.

1. Internship, not for credit

Benefits

- Acquire real world work experience.
- There is no Purdue enrollment fee associated with this type of internship.
- There is no process of approval.

Drawbacks

- This type of internship cannot be used for credit on your plan of study.

2. Other departmental Internship, for possible credit

Various departments at Purdue offer internships that may be used as credit in the CGT plan of study. For example, the department of Communication offers an internship in connection with Channel-18. Engineering Projects in Community Service (EPICS) also offers internships which might count for credit.

Benefits

- Acquire real world work experience.
- Credit may be posted on your CGT plan of study... but it may not fulfill graduation requirements.

Drawbacks

- You must consult with the CGT Internship Coordinator or your academic counselor before partaking in this type of internship to see if your credit will satisfy graduation requirements
- You may have to pay an enrollment fee depending upon the internship.

3. CGT 30922 Internship, for credit

Benefits

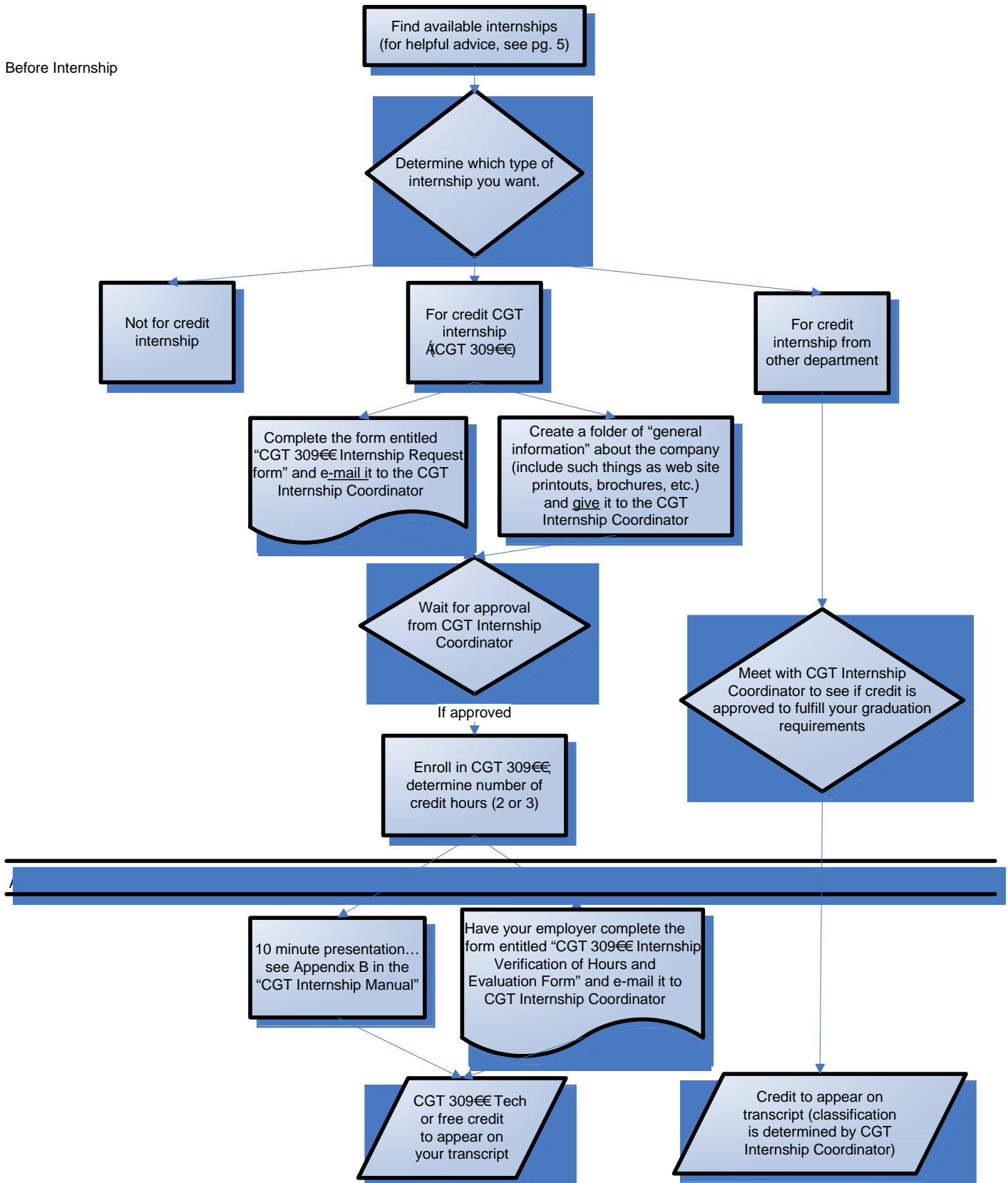
- Acquire real world work experience.
- Receive 2-3 credits that apply towards a free or tech elective in your CGT plan of study.
- CGT 30922 Internship course is listed on your transcript.

Drawbacks

- Because you are enrolling in a class, you must pay the fees associated with enrollment.
- A maximum of 3 credit hours of internship credits may fulfill graduation requirements.

Steps for Students Interested in Internships

Before Internship



Internships, First Steps

Finding an Internship is YOUR responsibility.

Here are some suggestions on where to find internship postings:

1. Use the following list of Purdue affiliated areas/sites. If there is no listing, call the office directly.
 - a. CGT Forum, <http://cgsc.tech.purdue.edu/forum/YaBB.cgi> (look under “Career Info.” for information that is constantly being updated)
 - b. Purdue Engineering Communications Office
 - c. Purdue Marketing Communications
 - d. Purdue Agricultural Communication
 - e. EPICS
 - f. Purdue Discovery Park
 - g. Purdue Research Park
 - h. Purdue Facilities Planning
2. Do a Google search. Include any specific information to help limit your search (i.e. “Illinois”, “Women”, “Animation, etc.).
3. Use a job site (monster.com, careerbuilder.com) and search for full-time jobs. See if you can apply for the job and request an internship instead of a full-time job.
4. Network, network, network. Most internships go unpublished.... Ask the following people if they know of any internship possibilities
 - a. CGT faculty
 - b. Your parents
 - c. Your friends
 - d. Your current or former employers
5. Use a job site (monster.com, careerbuilder.com) and search for full-time jobs. See if you can apply for the job and request it an internship instead of a full-time job.

If you wish to take the internship as CGT 30922 for credit, create a folder that contains the following (this will be physically submitted to the CGT Internship Coordinator and will help her determine how much credit you may receive for the class. The more information on the job and company, the better):

- a. Printouts of the job listing
- b. Printouts from the company web site showing general information on the company (products or services, industry, size of company, etc.)
- c. Company brochures
- d. Any information on the department where the internship is located.

CGT 309\$\$ Internship- Detailed

Responsibilities before Enrollment into a CGT 309\$\$ Internship

- Find an internship.
- Create and **physically submit** a company/job folder to the CGT Internship Coordinator.
- Fill out the form entitled *CGT 30922 Internship Request Form.doc* (available on-line at <http://www.tech.purdue.edu/cgt/career/internship.cfm>) and **e-mail** it to jabirchman@purdue.edu. This form is a contract/agreement with the employer and filed with the department before undertaking the internship. A sample, completed form is also available on the web site and as Appendix C located in the back of this manual.
- Wait for a response from the CGT Internship Coordinator to see if the duties of the internship are approved by the department.
- Enroll in CGT 30922 course.

Responsibilities while in the Internship

- For 2 credit hours, work at internship for at least 240 hours.
- For 3 credit hours, work at internship for at least 320 hours.

Responsibilities while Enrolled in CGT 309\$\$

- Complete a presentation upon returning to campus (see Appendix B).
- Employer must fill out an evaluation on the student's performance and **e-mail** it to the CGT Internship Coordinator. This is accomplished by filling out the form entitled *CGT 30922 Internship Verification of Hours and Evaluation Form.doc* (available on-line at <http://www.tech.purdue.edu/cgt/career/internship.cfm>). A sample, completed form is also available on the web site and as Appendix D located in the back of this manual.
- Grade will be assigned on a pass / no pass basis.
- Student may repeat the course (take additional internships), but only a maximum of 3 credits may be used to satisfy graduation requirements.

Appendix A: Internship Course Number

CGT 30922 Internship in Computer Graphics Technology

Class 0, Cr. 2 or 3. Prerequisite: none.

Offered at West Lafayette and Statewide locations.

Internship course in computer graphics technology. Practical experience totaling at least 240 hours in computer graphics technology. Department approval is required.

Appendix B: CGT 309\$\$ Internship Presentation Guidelines

Presentations will either be in front of a CGT class or other group as deemed appropriate by the CGT Internship Coordinator.

Guidelines for the formal presentation to any CGT class are as follows:

As a follow up to your internship experience in CGT 30922, Internship in Computer Graphics Technology, all student interns are required to make a formal presentation summarizing their internship experience. Presentations are to be made to a CGT class during the semester immediately following your internship. Contact the CGT Internship Coordinator to discuss which CGT class the presentation should be delivered to. In addition to the supervising faculty member, presentations may be attended and evaluated by invited faculty and staff members.

Presentations must:

- Be 10 – 15 minutes in length
- Be organized and presented via electronic media: PowerPoint, Director, Web based.
- Include supporting visual, graphical materials.

An outline of the information/topics to be covered in your presentation includes:

- Introduction: Introduce yourself and tell them your name.
- The name of the company, its location and the dates that you interned.
- A brief description of the company's main business or product.
- A description of your job or duties while you were an intern; including the types of technology (hardware/software) that were used.
- A summary of what you learned from the internship and your thoughts on the value of doing an internship.
- Concluding comments and questions.

Casual but professional business dress is required.

If you have any questions, please contact the CGT Internship Coordinator as soon as possible.

CGT 30900 Internship Request Form

To be filled out by the **CGT student** before enrollment into the CGT 309 class or entrance into the internship.
E-mail the completed form to jabirchman@purdue.edu.

| | |
|--|---|
| Student Name | Steve Smith |
| Student E-Mail | ssmith1@purdue.edu |
| Student ID # | 00322-551000 |
| Company Name | GH LLC |
| Company Web Site | http://www.ghbraille.com/ |
| Description of Company (i.e. manufacturer of auto. parts, advertising agency, printer) | Manufacturer of computer software for the visually impaired. |
| Position department is located in | Production |
| Duties | Assist Production Manager with creation of graphics that will be used on print ads, brochures, web site, cd's and dvd's. |
| How do the intern's duties at this company relate to graphics? | I would be learning how to create and manipulate graphics that will be used in various outputs (print, Web, CD's, DVD's). These skills are transferable to any company that uses graphics for any reason. I'll be able to improve my 2d and 3d visualization skills, HTML coding, and experience with file transferability. |
| Applying for How Many Credits (2 cr. - 240 hrs. or 3 cr. - 320 hrs.) | 3 |
| Supervisor's Name | Joseph Jones |
| Supervisor's Title | Production Manager |
| Supervisor's E-mail | jjones@ghllc.com |
| Start Date of Internship | 5-9-11 |
| End Date of Internship | 8-5-11 |
| Number of Hours per Week | 30 |

To be filled out by the **CGT Internship Coordinator**:

Date: _____

Company Approved: Yes No

Position Approved: Yes No

May Register for Course: Yes No

CGT 30900 Internship Verification of Hours & Evaluation Form

To be filled out by the **Supervisor of the CGT intern** at the end of the internship.
E-mail or FAX the completed form to jabirchman@purdue.edu.

| | |
|---|---|
| Date | 8-15-11 |
| Student Name | Steve Smith |
| Student ID # | 00322-55123 0 |
| Company Name | gh, LLC |
| Description of Company (i.e. manufacturer of auto. parts, advertising agency, printer) | a leading assistive technology company that helps people with visual disabilities access information; maker of software |
| Position department is located in | Production |
| Duties | Assist Production Manager in creation of streaming media, maintenance and update web site, creation of graphics, audio and video, etc. |
| How did the intern's duties at this company relate to graphics? | Intern was in charge of the creation of graphics that were used in various outputs (print, Web, CD's, DVD's). Steve learned to use our graphics-creation software as well as using software he learned at Purdue. |
| Supervisor's Name | Joseph Jones |
| Supervisor's Title | Production Manager |
| Supervisor's E-mail | jjones@ghllc.com |
| Start Date of Internship | 5-9-11 |
| End Date of Internship | 8-5-11 |
| Total Hours Worked | 450 hours |

Please fill out the evaluation below. Note that this will not affect the student's grade in this class.

| | | | | |
|----------------------|---|--|---|-------------------------------|
| Technical Skills | <input type="checkbox"/> Excellent | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Professionalism | <input type="checkbox"/> Excellent | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Attitude | <input checked="" type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Average | <input type="checkbox"/> Poor |
| Communication Skills | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Average | <input type="checkbox"/> Poor |

Any additional comments regarding the CGT intern:

Steve really matured over the course of the internship, both professionally and technically. His attention to detail was very thorough.

An area for improvement would be further exploration in developing his communication skills.