

youthdesignboston

summer design internships for city high school kids



GUIDE FOR STUDENTS

JULY 2009



MASSART
MASSACHUSETTS COLLEGE
OF ART AND DESIGN





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.

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 you – motivated young people – enabling you to work in a variety of design workplaces and create inroads to long term careers in Boston's vibrant design industry.

Mentors at your host studio will teach you specific skills and give you work experience and broad exposure to educational and career opportunities in design. In addition to work-related responsibilities, you will be encouraged to produce a personal project such as a resume or web page that demonstrates design competence and creates a tool for your future career development. You will also be invited to attend design exhibits, conferences and other professional development programs 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

Massachusetts College of Art and Design

www.massart.edu

Born of a pioneering spirit, Massachusetts College of Art and Design is the nation's first independent public college of art and design—and the first art school to grant a degree. MassArt's founders dared to imagine a better future for the Commonwealth of Massachusetts and to believe the path to it lay in creativity. Their goal in establishing the Massachusetts Normal Art School was to educate students in the creative process, which would in turn lead to the development of the mind, body, and spirit. The institution they created was dedicated to producing drawing teachers required in schools throughout the commonwealth, while at the same time training professional artists, designers, and architects. It proudly opened its doors in 1873 to anyone with talent and the will to succeed—at a time when access for everyone was all too uncommon. True to its history, MassArt continues to envision all that is possible and strives to reach it. Our history sets the direction for our future.



2009 PROGRAM DATES (YOU ARE REQUIRED TO ATTEND)

June 30	Orientation held at the MassArt Trustees Room
July 6	First day of work
Week of August 17	Graduation (date to be announced)
August 21	Last day of work

ORIENTATION – 1ST DAY AT WORK!

The mentors at your host studio will provide an orientation on your first day of work that may include:

An explanation of what the firm does, what your responsibilities may include, and a formal introduction to your co-workers.

Guidelines for professional behavior appropriate to their firm (dress codes, sexual harassment policy, etc.). See page 5 for our list of Professional Workplace Expectations.

Distribution of any other materials / policies that the firm distributes to new staff members, and exchange of your emergency contact information (parent / guardian phone numbers) and their office's emergency policies and phone numbers.

WHAT IS EXPECTED OF YOU?

All interns are expected to attend the Youth Design Boston Orientation

If you have a day that you'll need to miss work or reschedule a day, that time off should be approved by your host firm at least a week in advance. Interns are permitted up to two days off with pay for illness, vacation, or personal time. Any additional time missed will need to be made up by you, and arranged with your host studio.

All interns are expected to attend all segments of the Professional Development Series (see page 3 for details) and the graduation ceremony.

One person at your host studio will be your supervisor at all times throughout employment, although the mentoring may be shared among many designers in the firm. Supervisor are not obligated to be present during all of your working hours, as long as you have work to do independently and others are present to help.

Students and firms will receive evaluation forms to be exchanged at the end of the internship.

PAY AND HOURS

Ideally interns will work Monday through Friday. However, you and your host studio should plan your work week in whatever way works best for both of you, ensuring that you complete 27 hours a week at the workplace, and 3 hours a week at YDB's Professional Development Series (these hours are included in your weekly wages) for 7 weeks. The hourly rate paid to a YDB intern is \$8.50 / hour plus 7.65% FICA.



THE PROFESSIONAL DEVELOPMENT SERIES

Interns are expected to attend our Professional Development segments, once a week on Thursday's from 9-12 noon. The program may include presentations by mentoring design firms, design-related field trips, Q & A with students studying design at area colleges, sketching tours, and creative projects. These segments will be arranged and run by our Professional Development Coordinator, Joy Tammaro.

This Series is based on the understanding that in order to pursue careers in the creative sector, you 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 your artistic talent and interests into a successful career.

Professional Development events are carefully organized by YDB volunteers for your educational benefit and it is a requirement of the internship that you attend all seven sessions. This summer we are introducing a collaborative project as a part of these sessions and all YDB students are required to participate and work on the assignments throughout the summer.

If you are running late for a session or get lost and can't find the meeting place, please call the cell phone number you have been given for that week's session Leader so that you can coordinate joining the group as soon as possible. Do not go to your workplace instead of the session.

If you must miss a Professional Development session due to illness or other emergency, you must notify the YDB Student Coordinator (Maegen Rzasa) in advance whenever possible, or by 8 a.m. the day of the session, or you will forfeit one of your personal days. Students who have already taken their personal days at the time of missing a Professional Development event without permission will need to make up the time at their workplace or forfeit 3 hours pay.

Professional Development Coordinator: Joy Tammaro, 978-902-4664, joytammaro19@comcast.net



MISSED WORK

You are allowed to miss an appropriate amount of work due to illness, emergency, or previously scheduled vacation (see page 2). We encourage your host studio to help you make up these hours if it is convenient for you and them. You must submit a request to “Miss Work Form”, supplied by your supervisor. If you are chronically late or miss excessive hours, your supervisor will notify Tara Oremus, our Director for YDB Operations.

PAYROLL

Interns are paid for their work through the Private Industry Council (The PIC). At the end of each 2-week period you must submit a completed timesheet to be signed by your supervisor, and every 2 weeks, you will need to go to one of The PIC’s offices to pick up your check (see below).

FAQS FOR TIMESHEET AND PAYCHECK PROCEDURES

When do time sheets need to be sent to the PIC?

On the last Friday of each pay period Supervisors need to fax signed timesheets to the PIC office: Fax to 617-423-1041, attention Kim VanDyke.

Pay Period	Timesheets Due	Pay Dates
July 6 – July 10	July 10	July 17
July 13 – July 24	July 24	July 31
July 27 – August 7	August 7	August 14
August 10 – August 21	August 21	August 28

Does the PIC need the original timesheet (not fax) in order to pay the student?

Yes. Your Supervisor should put the original timesheet in the mail right after they fax it.

Mail original time sheets to:

Boston Private Industry Council, Attention: Kim VanDyke, 2 Oliver Street, Boston, MA 02109.

Where and when do students pick up their checks?

You can pick up your checks at one of the PIC’s two offices after noon on the pay dates listed above. First, you must choose one location and pick up your checks there for the whole summer. Choose from:

- 2 Oliver St., 7th Flr, Boston —T stops are State St., Government Ctr, Park St., Downtown Crossing
- 555 Amory St., Jamaica Plain — near Green Street Station on the Orange Line.

If a student cannot pick up his/her check, can the check be mailed?

No, the checks cannot be mailed. If you have difficulty getting to the PIC office that you have chosen on the Friday afternoons listed, the check can be released to a PIC Career Specialist at the schools: Julie Larson at Boston Arts Academy, Roselys Esteve at Boston Latin, or Annabelle Rosario at Madison Park, and they will work with you to arrange a way for you to obtain your check.

Do checks correspond to actual hours worked during that pay period?

Yes, you are paid for the time you actually work (as listed on your timesheet). Lunchtime is unpaid.



PROFESSIONAL WORKPLACE EXPECTATIONS FOR INTERNS

1. Get to work on time; call any time you are late with an estimated time of arrival.
2. If you are going to be out sick call in immediately when the office opens.
3. Ask for time-off as soon as you know date and time you will need to be out of the office.
4. Limit personal use of work computer and be careful how you use it.
5. Turn off cell phone or cell phone ringer when you're at work.
6. Make yourself useful to others or do something educational during downtime.
7. Don't be afraid to ask questions and take notes.
8. Ask for and/or make adjustments if your workstation causes physical discomfort.
9. Make up sick, vacation, and/or personal time if you are out of the office for more than 2 full days.
10. Attend and be on time for YDB Professional Development events each Thursday morning.
11. Submit time sheets and pick up your check as required.
12. Talk to your supervisor, PIC counselor, YDB representative, or an adult you trust if you have a problem.
13. If you are asked to work after-hours you can say no; if you say yes, track extra time to get comp-time.
14. Take your lunch hour as personal time to recharge your batteries.
15. Use the way others in the office dress as a guide to what is appropriate dress for your office.
16. Check in with your supervisor before you leave for the day to make sure he/she knows you are leaving.
17. Work hard, learn a lot, have fun!



YDB CONTACTS

Student questions or concerns about any aspect of their internships should be directed to Maegen Rzasa, our Student Coordinator. Questions about the Professional Development series should be directed to Joy Tammaro, our Professional Development Coordinator. If Maegen and Joy cannot be reached, please contact Tara Oremus, Youth Design Director of Operations.

Student Coordinator: Maegen Rzasa, 978-771-1132, maegen.rzasa@gmail.com

Professional Development Coordinator: Joy Tammaro, 978-902-4664, joytammaro19@comcast.net

YDB Director of Operations: Tara Oremus, 617-266-8112, tara@korndesign.com

Payroll Questions to: Omayra Cruz of the PIC's office, 617-488-1322, omayra.cruz@bostonpic.org

Timesheets to: Kim VanDyke of the PIC's office, p. 617-423-3755, fax 617-423-1041, Kim.Vandyke@bostonpic.org

IN CASE OF EMERGENCY:

If you have an emergency and Tara and Maegen are not reachable, you can also contact Tracy Swyst, YDB Administrator, at 781-608-3649, tracyswyst@gmail.com

PIC CAREER SPECIALISTS:

For Boston Arts Academy students: Julie Larson, 617-756-9528, jl Larson@bostonartsacademy.org

For Boston Latin students: call Roselys Esteve, 617-738-0343, Roselys.Esteve@bostonpic.org

For Madison Park students: call Annabelle Rosario, 617-438-5491, AnnabelleRosario@bostonpic.org

Alternately: call the PIC's Main Office Number, 617-423-3755



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