



COMMUNICATION DESIGN

Preparing for your Internship / Career

Internship Coordinator - Professor Tanya Goetz

Comd 4900

Internship in Communication Design

3 cl hours, 120 field hours/semester

Writing Intensive

(BFA degree) Assignment to fieldwork/study situations of approximately eight to ten hours per week at an internship site approved by the department Internship Coordinator: an advertising agency, graphic design firm, corporate design office, publications art department, photography or illustration studio, TV or media production company. Each student keeps a blog/journal to be shared in group seminars. Supervision is by faculty and by the supervisor at the internship site. The class is a hybrid class. Internships may be undertaken during the spring, summer and fall semesters.

Prerequisites: COMD 3701 or COMD 4701 or department approval. Course offered spring, summer and fall semesters

join the COMD Internship site

Step by Step Instructions for COMD 4900 on OpenLab



The screenshot displays the homepage of the COMD Communication Design Internship Coordination Site. At the top, a dark banner features the text "COMD COMMUNICATION DESIGN INTERNSHIP COORDINATION SITE" and "Find an Internship, FAQs, Resources". Below the banner is a navigation menu with links for "COURSE PROFILE", "AVAILABLE INTERNSHIPS", "COURSE REQUIREMENTS & DOCUMENTS", "FAQS", and "INTERNSHIP RESOURCES". The main content area is titled "CUNY Career Success" and includes a date "NOVEMBER 6, 2023", "10:55:12", and "4 COMMENTS / 331". The text below the title reads: "Dear COMD students, CUNY has multiple internship programs for students where you will be paid to work in the design field and can earn credit in COMD 4900 while doing so. CUNY Cultural Core and CUNY Career Launch are programs COMD students have been involved in recently. Please go to the CUNY Career Success Website to learn about the many internship opportunities available to you as a COMD student here at City Tech." Below this text is a small image with the text "CUNY is a Bridge to Jobs". To the right of the main text is a search bar with a "SEARCH" button and a "RECENT POSTS" section. The "RECENT POSTS" section lists several articles: "Honoring Professional Development Center (PHD) Career Virtual Workshop CUNY Career Success", "Determining Design Book Tour Events: Friday, November 3rd 11:30am - 2:00pm EDT", "New Fall '23 Opportunity: Breaker House Your First Internship Application with a possible extension for Spring '24", and "New CUNY Q&E Internship program".


COMD 4900 - After Starting the Semester




Take Title IX training




Fill out the Internship Agreement after you've received a job offer




Minimum 120 hours
Tracked on an Excel sheet



Blog Completed following the Professor's Guidelines:
Sample of blog is at:
<https://openlab.citytech.cuny.edu/jrivas-molina-eportfolio/>



Final Presentation on final day of class. See sample at:
<https://openlab.citytech.cuny.edu/jolo-eportfolio/final-presentation/>



Supervisor Evaluation Form—this document is filled out by the internship supervisor once the internship is completed

[Internship Placement Form](#)

Resume & Student Portfolio example

<https://sabrinalportfolio.com>

Sabrina Khan
Art Director

Results-oriented Graphic Designer and Art Director successful at applying technical skills to create art that informs and engages customers. Clear communicator and collaborative team player with an eye for detail and skill in customer relations. Motivated to learn, grow and excel in design.

Experience

JR. ART DIRECTOR - BIOLUMINA

NEW YORK, NY - MAR 2021 - PRESENT

Collaborate with creative team on new ideas and projects.
Design print and digital work.

Contributed to creative process from startup into production.
Preserved branding standards of assigned accounts.
Designed visual models meeting aesthetic/technical criteria.
Collaborated with art director to implement artistic vision.

COPY/ART INTERN - BIOLUMINA

NEW YORK, NY - JUN. 2020 - AUG 2020

Work closely with editors to ensure accuracy in all work.
Adhere to brand guidelines and complete projects.
Retouch and manipulate images
Assemble final presentation material for printing as needed.

FELLOW - 4A's MAIP CLASS OF 2020

NEW YORK, NY - JUN. 2020 - AUG 2020

MAIP fellows engage in a 22-week nation-wide fellowship.
Focus on training/development specific to advertising industry.
Collaborate with team to pitch campaigns to agencies.
Selected by OMNICOM HEALTH GROUP

ART DIRECTION INTERN - J. WALTER THOMPSON

NEW YORK, NY - AUG. 2018

Responsible for visual stylings for video and storyboard.
Attended video shoots for commercial project.
Tasked to create and design presentations.
Presented briefs and final cut to clients.
Collaborated with creative team to complete project.
Mentored by Creatives in the field.

Contact

<https://sabrinalportfolio.com/>

sabrina.khann94@gmail.com

(516) 491-2488

Education

CITY COLLEGE

NYC, NY

MPS: Branding + Integrated Communications
Class of 2023
LAGRANT Foundation Scholarship recipient

NYC COLLEGE OF TECHNOLOGY

BROOKLYN, NY

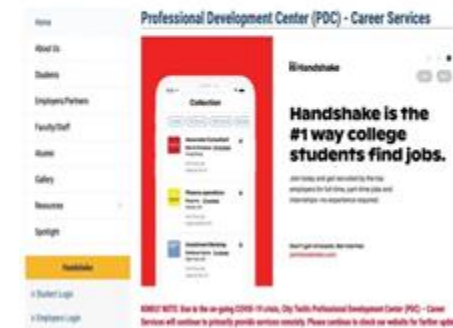
BFA: Communication Design
Graduated Valedictorian, Class of 2020
Vice President of Art + Design Club,
Fall 2019 - Spring 2020

Skills

Administrative Assistance
Creative Writing
MailChimp, Constant Contact
Microsoft Office
Photoshop, InDesign, Illustrator, XD
Presentation Skills
Social Media Management

Internship Resources

- Make sure to work with the Professional Development Center (PDC)
- This is your Career center at City Tech!!!!
- Activate your Handshake



Handshake

Scan QR Code to activate with your student email

What is Handshake?

Handshake is an online career management system for students of New York City College of Technology to search and apply for internships and employment opportunities.

City Tech students and alumni may also use Handshake to:

- Access to personalized job recommendations based on major and interest
- Upload a resume and complete a Handshake online profile
- Make your profile and resume viewable to employers
- View and learn about employers by attending career events and informational sessions
- Search for and apply to open positions



Office of Careers and Industry Partnerships

We help CUNY students and alumni get hired. Subscribe to our weekly Career Opportunities newsletter for new job listings and the latest info to help get you hired!

[Sign Up](#)

Career Success Initiatives

Our goal is to support students and alumni in landing a job by offering engaging skill-building programs that prepare CUNY students for real life internship and job opportunities. We have made it our mission to not only provide CUNY students with the skills to succeed in the workforce, but also increase economic mobility through direct employer engagement.

Take advantage of CUNY opportunities such as CUNY Cultural Corps and Faculty Commons Internship

INTERNSHIP TIPS



Set goals

Set goals and expectations; know your worth



Communicate

Communicate and ask if you don't understand



Follow up

Adhere to the specified dates and times for the internship position



Be Receptive

Seek and accept feedback



Presentation

Present professionally in your writing, speech, attire and demeanor



Initiative

Take initiative, don't sit idly!



Network

Stay in touch with contacts made, LinkedIn is a great platform to do so.

Comd interns have worked at ...



TV



JPMORGAN CHASE & CO.



Alzerina Jewelry
NEW YORK

Mitchell Gold
+Bob Williams

Thanks

Do you have any questions?

TANYA.GOETZ40@citytech.cuny.edu

[https://openlab.citytech.cuny.edu/
comd4900internship/](https://openlab.citytech.cuny.edu/comd4900internship/)



Jennifer Rivas's Work for New PodCast Skincare Anarchy Podcast

Art For Newsletter: Moisturizers



Program: Adobe InDesign Size: 1080x1080 pixels

Cover was posted Apple Podcast, Anchor, Spotify, Twitter, Instagram

Maggie Hassam Eldin's Work for Get Sircles Agency/CaiRo



VICHY

LABORATOIRES



CAPITAL SOLEIL
DRY TOUCH

أفضل حماية من أشعة الشمس الحارة

- ✓ مفاد للجمال
- ✓ سريع الامتصاص
- ✓ لا يترك أي علامات بيضاء

80%
من التجاعيد سببها الشمس
والعوامل الخارجية

- Facebook activation post preparing for Summer 2021

DERCOS

عايز تكسب شامبو
ضد القشرة؟

اعرف اية انسب شامبو لشعرك

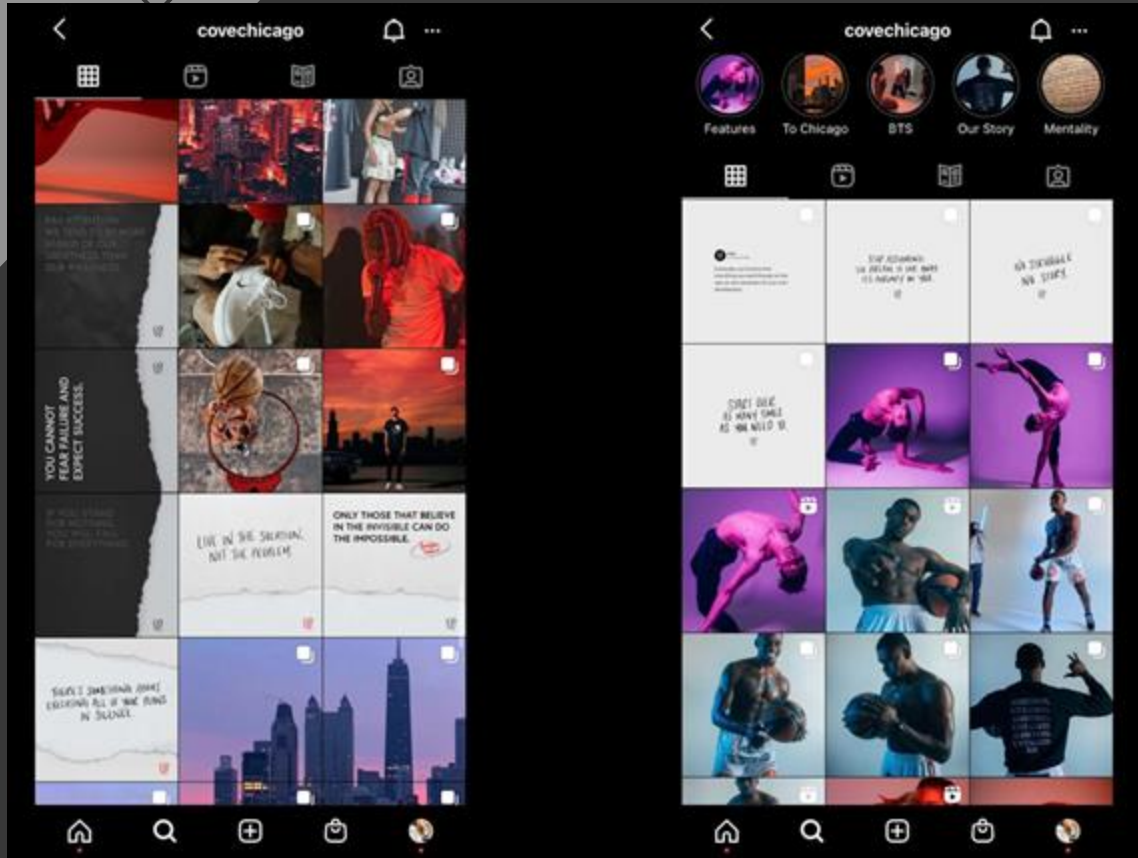
- 1
- 2
- 3

استعيد كثافة شعرك
في 6 اسابيع

DERCOS

- Instagram stories to make customers engage more with our mobile app and our Densi-solutions product line.

Cayarah Pyle's Work for Cove Chicago



Roberto Joseph's Work for Slam Media

★ WOMENS HISTORY MONTH ★



CHERYL MILLER



Roberto Joseph's Work for Slam Media



Roberto Joseph's Work for Slam Media



JONATHAN LOPEZ'S Work for
A4 Advertising client
Babylon Mercantile



Babylon Mercantile 10_22

[View commercial on vimeo](#)