

01/18/05 – Today was my first day at both internships. At the Village Printer, I learned a lot. I got to see the printing area and work with a binding machine to put a booklet together. I also got to set up some computer artwork to be sent out to a printer. I have never done either of these things so the first day was already a huge learning experience. At the Web Development office, I learned about a website that needs to be done for the national organization, College Assistance for Migrate People. (CAMP) I have a meeting set for tomorrow with the local president and my advisor. We are going to discuss a contract and feel out what they are thinking for this site. To prepare myself for this meeting, I created a document that explains what I can offer for a site and some printed examples and descriptions from a few of my past websites. This booklet can be passed on to people that need to know what is going on and make the final decision. This will allow the local president to pass this on along with passing on what we will talk about.

01/19/05 – Today I only had the Web Development internship. Phil and I met with the representative for the national organization today. We went over my past work and about what they are looking for in this site. She asked us to get her a proposal before Sunday because she will be leaving for Washington, DC, and needs to bring it with her to present it to the rest of the people of the organization. So today Phil helped me with an outline, and then I typed up three different proposals. Three different prices, telling them what the difference is between the three options. It was a very good experience, and I am keeping a copy of all of the papers so that I can have a set of the steps for an example contract.

01/20/05 – Today, at the web development office I had to edit the proposals that I had typed yesterday. Phil had to help me quite a bit, and I'm sure this still isn't the final draft. Instead of handing them three different proposals we decided it would be better to give them one with the three options on it. At the Village Printer I worked on an advertisement for a horse farm, but I couldn't go too far because I had to wait for the customer to come back with landscape pictures that he wanted to use in the ad. I also drew some barbwire in a circle to use in the logo for a dog farm that I will plan on working on tomorrow.

01/21/05 – Today I worked on a banner for a birthday party, integrating clip art and a rainbow effect to the lettering. I also worked on the dog logo a little more. All of the barbwire that I made last week had to be re-done so I had to trace it all over again. Finally that was done and I got to actually print out a sample to give to the customer. As for the Web Development office, I once again edited the contract proposal to help explain the three options better. After I edited it to what I believe is done, I started working on a new website for the school's top 5 sites that I was looking around on the internet at other school's sites yesterday. I didn't come up with anything solid, but playing around for a few ideas. It will take a long time, especially with the other site when I start making that.

01/24/05 – Today I only had the Web Development internship. I read through a lot of tutorials online. I tried a lot of different tutorials having to do with scrolling text, but none of them seemed to work. Until the last one, 1, 2, 3 and it were complete and it worked! So exciting. This took about my whole afternoon, so nothing new until tomorrow.

01/25/05 – This morning at the Village Printer, I had to change a few things on the logo. The customer had been in and said that he really liked it, after just a few changes would be made. So that was an easy fix and finally we got a “final” sample printed out so that the customer can view it once more and give it the final answer. After I finished that, I began working on the horse advertisement (for the same customer) where I had left off earlier in the week. I tried scanning in a bunch of landscapes but they didn’t seem to work so I ended up scanning in some textures and working with that. I got a little bit of other stuff done with the ad but it is far from complete. Hopefully the customer will come in and look at it so he can tell us if he likes the direction we are going in with it. In the afternoon at the Web Development office, I again looked through many tutorials about making a drop down menu but none of them seemed to get me any farther than the menus I have made in previous designs. So I referred back to the other sites for an example and I almost have the drop down menu working how I like it.

01/26/05 – In the web development office, I worked on the Oneonta website more and I received the revision of the proposal for the HEP/CAMP site from the administrative division. I made the corrections that they recommended, and found out that I may not be able to get the maintenance contract by myself after the internship. I was upset about that, but it will still be a great portfolio piece and so I have to be thankful for that. So I got a little more of that booklet together and emailed the contact lady. As for the website, I worked on some buttons and rollovers. I still have a lot to go with the site, but slowly but surely I think I am making progress in a positive direction for the site.

01/27/05 - Today in the Village Printer I worked on a few design things with the advertisement and logo, but I mostly made copies and helped the lady in the printing and publishing room. It is great experience to work with these machines and see this side of graphic designing. At the Web Development office I looked through many, many tutorials and didn’t find anything to randomly pick a picture on a page load. So for now I opted to make a slideshow of the pictures, so that they gradually rotate and loop through all of the pictures.

01/28/05 – Today I only worked at the Village Printer because I had to get to the hospital to bring my mom home from her surgery so I took the afternoon off. I didn’t do too much with design work today, but I was able to learn how to cut up business cards with the huge cutter, and also how to score and fold brochures. It was a really neat experience because I’ve never had the chance to do these publishing machines.

01/31/05 – Today I only had the Web Development internship. I finally figured out how to create the search query in Flash. I had the original one in front of me, but I had to transform it from HTML code to ActionScript. And finally I got it to work. This was great news because the main things that were stumping me on this page are finally figured out.

02/01/05 – Today I finished working on the horse advertisement and created a letterhead using the Yellow Dog Farm logo at the Village Printer. I can’t really do too much more until the customer comes in to see the sample and gives his input. At the Web

Development office I began creating the “Prospective Students” page. The colors that admissions used in the brochures and mailings is making it very difficult to use them but still make it look pleasing to the eye.

02/02/05 – At the Web Development office, I finished working on the prospective students page, for now anyway. I am going to leave the links for another day to work on, and I want to get a general idea of the layout for now.

02/03/05 – Today I worked on a flyer for this trucking business. I had to try to replicate a “tie-dye” background and incorporate a bunch of things into it. It basically took up my whole morning, but I am pretty satisfied with it. Now I just have to wait until the customer comes in to check it out and let us know what he thinks and if he wants anything changed. At the web development office, I worked on the current students page, I am pretty happy with its turn out. I am basically done with it, except some links that I will work on tomorrow.

02/04/05 – At the VP I didn’t have any design work to do, so I got to learn how to put together notepads. I weighed out the sheets to get the amount of pages for each notebook ready, added a cardboard backboard, jogged the pages so that it would be even and then put them in the paddy wagon and painted on the glue. I never got to even see this being done so it was interesting and something new to learn. At the web development office I worked on the links for the paged I already created and mostly finished them up.

02/07/05 – At the web development office I began two new pages, the alumni and foundation page, and the faculty and staff pages. I still have quite a bit of work to do with them both, but I figure out a couple of ideas that I like. I will continue playing with them, and try to collect some older pictures to include on the alumni page.

02/08/05 – At the Village Printer I got to make a few changes to the Target flyer that I created. The customer came in and looked at the proof and he decided on a few changes. After I finished these, I worked in the back, cutting apart all of the notepads that I previously glued together. I boxed them up and they were ready for pick up. At the web development office I worked on the school’s website and found out that the contract with HEP CAMP may be down the tubes. A guy that is part of the organization never has mentioned anything before but now has decided to say that he is upset that they didn’t go to him in the first place with the offer. Now that he has seen my bid he said that he can do it for cheaper than I. He has 2 weeks to get together a contract and a sample, which means I won’t have an answer for 2 more weeks, and now I have to create a sample as well. Until then, I will continue working on the school’s site.

Totals: Village Printer: 34 hours
Web Development Office: 69.25 hours

02/16/05 – Today at the Web Development Office, I worked on the start of a few sample pages for the HEP CAMP website contract. I also worked with a bunch of flash tutorials trying some new things out. Hopefully I will find out soon how long before the final decision will be made.

02/17/05 – Today at The Village Printer I made some revisions to the Yellow Dog Farm letterhead and flyer that the customer had asked to be made. Hopefully this is the final revision and we will get the final ok and get these printed. At the Web Development office I worked on the HEP CAMP website samples more, and then right before I finished for the day I received an email from the lady telling me that there is a date set for the final decision, march 21. This is not going to work because my internship is over in April and I won't have any time and who knows if I find a job where I could end up before this website would be complete. Tomorrow I am going to talk with my advisor and we are going to discuss it further and email her back.

02/18/05 – Today at the Village Printer I worked on an email/fax promotional display ad that will be sent to our customers. I also made a customer survey that will be handed out to our customers to get feedback. At the web development office, we decided that the final decision is too far away and withdrew our proposal for the HEP/CAMP site. I worked with a bunch of tutorials on morphing, and I worked on a few small animations for the Wuzzle Puzzle page for the telecommunications website. I actually learned quite a bit of neat stuff, I never really played too much with these things before.

02/21/05 – Today I worked at the Web Development office. I contact the office for alumni affairs about getting more pictures to add to the alumni page on the Oneonta site. They didn't reply back today, so I worked with a bunch of tutorials and played around trying to make an introduction animation for the virtual tour page on the Oneonta site. I also worked with the header a little bit, that will be displayed on every pages heading to help unify the whole site with the top 5 pages that I have created.

02/22/05 – At the VP, I made a few minor changes and printed out the customer surveys, and worked on some posters for decorating the main office. I also began to do some heat transfers of pictures onto a big cloth we bought to hang, but the cloth was too thin and the transfers didn't work too well so I have to redo them. At the WD office, I was able to contact the lady about pictures for the alumni page, and I began working on the virtual tour flash animation. I thought that it would be easier, but I have actually had to try a lot of different things in order to figure some of the things out.

02/23/05 – Today I worked a full day at the WD office. I mainly worked on a flash introduction for the virtual tour page. I actually ran into a lot more problems than I had expected, but it is very good experience since I have never really done that extensive of an animation.

Totals: Village Printer: 44.50 hours
Web Development: 102.50 hours

02/24/05 – At the VP I printed a design that I had made in Design II to hang in the office. I also printed a photo that I took in Florida on a transfer and transferred it onto a t-shirt. We are getting together a bunch of t-shirts and stuff to decorate. I printed a bunch of things for St. Patty's Day as well. At the WD office I continued to work on my flash introduction. I am very happy with how it is turning out and I only have a few minor things to fix/add, if anything.

02/25/05 – At the VP I did a bunch of heat transfers, and began the decorating process around the office. Nothing too, too exciting. At the WD Office I finished the flash animation (introduction) and then played around with a bunch of tutorials trying to figure out how to animate a bulldozer to show a URL for the construction that is going to be beginning soon on campus.

02/28/05 – At the WD Office I worked with some pictures for the alumni page and got those situated on the page. I began working on the high bandwidth pages that do not have flash. It is like starting all over again from scratch so it will take me a little bit of time.

03/01/05 – At the VP I created a 12 x 18 display ad for the office showing our services and then continued to decorate the office. At the WD Office I continued to work on the high bandwidth pages and mainly focused on creating navigational buttons.

03/02/05 – Today at the WD Office I basically finished the high bandwidth site so that was a very big accomplishment. There are still some issues and things I will have to change, but I am trying to get a general idea and most of the pages out because next Monday I am presenting the new site to the president. I am positive that they will criticize a lot and have me make a lot of changes so I am trying to get it done to as best ability that I see fit, and then starting Monday I will go with what they like.

03/03/05 – Today at the VP I completed my very first order from start to finish. I made the business cards, printed them, cut them, and did the computer purchasing forms. Other than that, I didn't do too much design stuff but I learned a lot about running the office because my manager is leaving for the week and I have to know how to do these things. This will be good experience for me. At the WD Office I worked on a flash animation to help get viewers attention that there is going to be construction around the campus this summer. I also finished a few things here and there on the high bandwidth (non-flash) site.

03/04/05 – Today at the VP I did everything from helping customers and answering phones to creating logos and every design that customers requested. The other designer is out so I am alone and I get to do everything. At the WD office I figured out how to customize the colors of a drop down menu for the high bandwidth (non flash) site. From there I worked on the actual page and finished that. It was good to finish because I am not completely sure but I may be presenting it to the president of the college tomorrow so that I can begin making changes to the things that he doesn't like.

03/07/05 – Today at the WD office I worked a lot with drop down menus in Dreamweaver. I attempted to at least, but didn't come out successfully. I couldn't get it to work without messing up the other rollovers and scrolling text.

03/08/05 – Today at the VP I spent a lot of time on the phone with a printing company that messed up an order of 1500 brochures that the customer wouldn't accept. The company tried telling me that it was our fault (the graphic designers) and not theirs and so I definitely got a taste of the pain in the butt of working with companies compared to printing in house. At the WD office I continued trying to figure out the drop down menus in Dreamweaver, Still wasn't very successful, so I skipped it and got things back to the way they were before I tried the drop down menus.

03/09/05 – At the WD Office I finished the drop down menus in flash.... thank god! They are a pretty good amount of work so I am finally happy to say that they are finished. I put the bulldozer animation into the high bandwidth without flash site, so that took a little while as well.

03/10/05 – Overall, a good day at the VP and at the WD Office. At the VP I found out that the customer finally accepted the brochures. I began making some corrections on the Brooks BBQ menus, and printed out a 2-sided baby announcement, one side with black and white and one with color, so it made it a little trickier. At the WD Office I finished up the little things on both high bandwidth sites so that was exciting. So long and so much time! But now it has finally paid off.

03/11/05 – At the VP I worked on a bunch of t-shirt heat transfers. I also printed a job of flyers while I was there. I also resolved a couple of us/customer/printing companies' problems. At the WD Office I began working on what will be the virtual tour intro map that will have a bunch of rollover images that will then have a link that will direct the user to the certain buildings' virtual tour page. Once I get it going it shouldn't be too hard, it is just getting going on it and I am happy that I will be starting it on Monday so that I will have a full week to do it without having to drop it for a few days and then have to pick it up and remember where I was. It is much easier this way.

03/14/05 – At the WD Office today I created a map of the campus so that when the user rolls over the building it changes to a different color, and displays the building name at the top and the bottom of the map image. When a user clicks on the building (or from the list of the buildings at the right hand side) they will be directed to that building's informational page. This will be what the user is directed sent to after the flash introduction plays through. (Or if the user skips the introduction as well)

03/15/05 – At the VP I set up business cards and an NCR form for customers received their approvals and places the orders with print companies. I also printed a bunch of Easter decorations for the office, made copies for customers, and printed a job. At the WD Office I worked on the virtual tour map playing with different things. I am done with it except for decoration stuff.

03/16/05 – The job fair was today so I didn't go into the WD Office today.

03/17/05 – At the VP I got some finished business cards and stamps that I ordered and they came out perfect so that was exiting since last week Mathia was gone and I did those orders from start to finish. I printed off some Easter clip art to decorate the office, and laminated them also. I set up a new print job for a customer that will be printed on 3-ply NCR paper. No WD office today because I had too many hours in for the week already.

03/18/05 – At the WD Office I stopped working on the virtual tour map for right now until we decide if we want to do more of the decoration stuff. So today I began tracing over sidewalks, roads and buildings of the campus from an aerial photo in Photoshop. It will take awhile to finish this because the campus is huge.

03/21/05 – At the WD Office I continued to work on the roads, sidewalks, and building outlines of the entire campus. I actually finished almost all of it surprisingly. I thought that it would have taken me much longer.

03/22/05 – At the VP I created a sticker design for a customer, and had to create a template for the layout of the stickers on the sheet since they are round and the size of the paper is an odd size. I also trimmed a large poster by hand. At the WD office I finished up the sidewalks, buildings and road outlines. After that, I began marking all of the lampposts, manholes, and other things around the campus that need to be known their location. I put everything on its own layer so that each thing can be easily found/seen.

03/23/05 – At the WD Office I continued marking all of the utility poles, light poles, manholes, sewer drains, and other things around the campus. After I finished that, I began working on tracing all of the buildings' floor plans so that they are more legible.

03/24/05 – At the VP I took a few orders directly from customers and began working on their orders. One was a stamp order, another was copies and the other was 500 NCR forms. At the WD Office after spending the whole day continuing to trace all of the buildings floor plans, I realized that I didn't have to do that. What a waste! Tomorrow I will begin what I really was supposed to do with them.

03/25/05 – At the VP I worked on a bunch of color copies that were back to back for the National Soccer Hall of Fame. I had to print them all, then laminate them, cut them, and then punch a hole in the corner for a key ring. It took all of my day. At the WD Office I began to insert the floor plans (that were already drawn up) into the buildings on the large map. I inserted the basement plan, or first floor if there wasn't a basement into the building wherever it was supposed to be. The tricky part is that the basement plan didn't exactly match up with the building outline. I had to place the other floors on top of it and match stairways in order to figure out exact placement.

03/28/05 – At the WD Office I finished placing all of the floor plans into the big map by the end of the day. That is all that I really worked on today.

03/29/05 – At the VP I printed out a bunch of spring decorations and laminated them so that they are a little more durable for normal wear and tear & storage. At the WD Office I printed off a bunch of the CAD drawings that had to be captured on the screen and brought into Photoshop to be printed. We don't have the CAD program so we could only use a free viewer. It was very tedious and took me the whole day. Good news is that I finished it and brought all of them to telecommunications where they will draw in exactly where the wires and cables enter each building.

03/30/05 – At the WD Office I printed each grid square on four pieces of paper and taped them together so that I would be able to bring them out around the campus with me for when I measure. I also went outside to look at a few of the manholes so that I knew what I was talking about when I spoke with this guy in the switch room around what each letter meant on the manholes.

03/31/05 – At the VP I worked on a small flyer for the Village Printer that has a scored upper business card. I put all of the text into it, and tomorrow I will take a picture of the building to use on it. I also worked on decorating the office for the spring. At the WD office I surveyed more manholes and blue lights and used my measurements to figure precise locations on the map on the computer.

04/01/05 - At the VP I took the picture of the building for the business card/flyer but I didn't do too much with it because I had a job to work on that had to be done today. I worked on the tabbing machine and tabbed about 3000 mailers. It was good experience because I've never done that before. I had a doctor's appointment so I didn't go to te WD office today.

04/04/05 – At the WD Office I worked on adding the IDF and other conduit information into each building's layout. I didn't get all of the floor plans back yet from telecommunications, but the ones that I did get back, I finished. After that, I had to plug in the connecting manholes to that building on another image so that we can show exactly which conduit goes into what building closer up for a reference to the large map.

04/05/05 – At the VP I worked on trimming and cutting some notepads that I glued last week. I also set up a NCR form for a customer, and printed and glued other NCR forms. At the WD Office I did some more work in the field measuring manholes and talking with some people around the college that were able to answer some of my questions that I have come across with this project. I also worked on the computer for a while, processing my data that I collected in the field earlier in the day.

04/06/05 – At the WD Office I did a lot of field work around the campus and then took the measurements and marked the manholes on the large map. I did this for the whole day. My Internship is over for the WD Office...my 240 hours is complete. I am going to continue to work there throughout the end of the semester though to finish the projects.

04/07/05 – At the VP I printed out a job, set up, printed, and cut my own business cards, folded brochures for a customer and made copies for the rest of the time that I was there.

04/08/05 – At the VP I began working on tear off business cards/flyers for the Village Printer. I got a bunch of good ideas, but found a lot of things that I want to change as well.

04/12/05 – At the VP I worked on the tear off business cards more and almost finished them. I like just about the whole thing with only a few minor changes to make.

04/14/05 – At the VP

My internship at the VP is over. 120 Hours are complete. I will continue to work here for a few more weeks as well to help and work on some big projects coming up.

Total Hours Completed:

The Village Printer – 3 credits – 120 hours

Mathia Cahill

The Web Development Office – 6 credits – 240 hours

Phil Bidwell