FACULTY OF ARTS AND DESIGN - INTERNSHIP DAILY TIME LOG

Name of Intern: Mitchell Skelton   Workplace: Giraffe Studio Canberra

Date	Activity	Start time	End Time	Total Time
4/03/25	Meetings, Website Auditing and Testing, finding bugs and solutions for their new website Giraffe.com.au	9am	3pm	6hrs
5/03/25	Creating a Social Media Proposal for Complete Group where they want to amalgamate two social media accounts. Developing a solution to switching between two different domains seamlessly for Synchronous Building Automation.	9am	3pm	6hrs
7/03/25	Continuing on the Social Media Proposal for Complete Group, adding examples and tasks. Developing more solutions in Adobe XD for UX design problems such as multiple websites.	9am	5pm	8hrs
11/03/25	Researching UX designs. Creating a solution to the ANU Law website where they want 2 filtration systems. Updated a client's address on their Web pages through a CMS in HTML.	9am	3pm	6hrs
12/03/25	Creating multiple solutions to the ANU Law website in Adobe XD, made a pop out navigation bar for quick links and other features / layouts.	9am	3pm	6hrs
14/03/25	Starting to create a high fidelity prototype of the ANU Law website and the responsiveness for mobile. Creating more complex animated prototypes like navigation bars where there are many different states and dependencies.	9am	5pm	8hrs

18/03/25	Continuing on ANU Law website.
	    Navigation bar design complete
	    Finishing Research Publications section
	    Our People section started and finished
		9am	3pm	6hrs

19/03/25	Continuing on ANU Law website.
	    Events section started and finished
	    Receiving critical feedback on all sections for improvement in UX and UI
	
	Created a hover effect where the date is prominently shown to better visualise the hierarchy of the information.
		8:45am	2:45pm	6hrs

Date	Description	Start	End	Hours

21/03/25	Continuing on ANU Law website.
	    Our Impact section started and
	    completed with animations
	    Created animations for the other
	    sections when hovering.
	
	Started to create the mobile version of the website, responsive design.
	
	Views in Drupal cannot be altered e.g.
	The 6 tiles of info cannot be changed into 3 and so have to design around this.
		9am	5pm	8hrs

25/03/25	Continuing on ANU Law website mobile version.
	    Side scrolling animation
	    Sticky quick links bar for mobile
	    Hamburger Navigation Menu
	Meeting
		9am	3pm	6hrs

26/03/25	Learning Wordpress, MAMPS and a plugin called Advanced Custom Fields. Little bits of coding, created an if statement for checking if a username and password was correct to then display something.	8:45am	2:45pm	6hrs

28/03/25	Continuing on Wordpress and Advanced Custom Fields (ACF).
	
	Learning Bootstrap for easier CSS styling.
	    Made navigation bar
	    Setting out layouts
	    Don't use the **!Important** variable
	    Made a carousel
	    Made a accordion
	    Integrated all elements of ACF into the
	    bootstrap code, so it's edible in the CMS
		9am	5pm	8hrs

1/04/25	Continuing on Wordpress and ACF Learning Custom Post Type UI (CPT UI) plugin to create custom sections that are easily adaptable like events, projects, etc. Learning Search and Filter plugin to create a search and filter section on my website.	9am	3pm	6hrs
2/04/25	Shown around Google Ads and the sections/layout, impressions, costing, dynamic and non-dynamic ads. Continuing on Wordpress and Search and Filter plug in, trying to make Search and Filter work.	9am	3pm	6hrs
4/04/25	Continuing on Wordpress and adjusting Search and Filter to Search and Filter Pro. Compiling files to Google Drive for Portfolio Assignment Learning how to host my own website	9am	5pm	8hrs

Initialled by intern: MS

Initialled by workplace supervisor: DM

UNIVERSITY OF CANBERRA

EVALUATION REPORT

FACULTY OF ARTS AND DESIGN – INTERNSHIPS

Employer name:	Giraffe studio
Supervisor's Name:	Damian Monaghan
Contact E-mail:	damian@giraffe.com.au
Student name & ID:	Mitchell Skelton U3236482
Contact E-mail:	Skeltonmitchel141@gmail.com
Internship period: 4 March to 4 April	Hours completed: 100 hours

FEEDBACK ON STUDENT

1. What tasks did the intern do best, and what did they struggle with?

Mitch ~~was~~ excelled in UX theory and practices and implemented them well in web design. Mitch struggled with advance Adobe XD prototyping and finding the most seamless way to prototype. Overall Mitch picked up prototyping quickly.

2. Did the intern have/gain sufficient knowledge to complete projects and assignments given to him/her?

Mitch has a very logical mind and a background in coding which helped him create a website using wordpress. despite having never used it. He picked up a lot of professional standard practices quickly as a result of it.

3. Did you think the intern improved or learned throughout the placement term? If yes, in what areas? If not, why do you think there was no improvement?

Yes, Mitch grew his knowledge in UX, ~~and~~ prototyping and web development best practices.

4. Did you have any issues with the intern? If so, what were they, and are they resolved?

No, Mitch was respectful and overall a positive light to have over the past 5 weeks

5. What were the intern's most outstanding characteristics?

Outgoing and willing to learn. Mitch was always happy to learn and explore new techniques and practices, his bubbly personality made him a delight to have in the office.

6. What areas do you think the intern still needs to address?

More PHP coding as it is used in a lot of website development.

Damian Monaghan
_____

Supervisor name

_____

Supervisor signature

4/4/25
_____

Date

Mitchell Skelton
_____

Student name

_____

Student signature

4/4/25
_____

Date

Thank you for participating in the Faculty of Arts and Design's Internship Program. If you would like to talk to the discuss your experience or other opportunities, please contact Jo Washington-King (details below).

Attention students: Please attach this evaluation to your Reflection Report

Jo Washington-King

Professional Practice (Internships)

Faculty of Arts and Design

FADinternships@canberra.edu.au