

GUIDELINES FOR AN INTERNSHIP FOR ACADEMIC CREDIT

Our curriculum provides students the opportunity to attain work experience for college credit, which affords the student a practical base for professional growth. The primary objectives of the internship experience are to give students the opportunity to observe and participate in the daily operations of a business related to their field of study and to gain an understanding of an actual work environment. The student receives academic credit for the internship hours worked.

All internships for academic credit must include the following:

- A written description by the intern supervisor of the work to be done. From this description, the student, the faculty advisor and the intern supervisor develop 3-4 learning objectives for the student to accomplish during the internship.
- Participation in the internship for a minimum of 100 hours over the course of a 10-week quarter for an average of 10 hours a week. A student may work more than the minimum weekly hours and more than the total required depending on your needs and the student's availability. Weekly timesheets must be completed by the intern, signed by the supervisor and the student sends it to the Internship Instructor. (30% of the grade.)
- Two written evaluation forms at the end of the 5th and 10th weeks of the quarter completed by the supervisor with the intern to provide feedback on the intern's progress and abilities. (50% of the grade).
- Two mandatory meetings attended by the interns on the 2nd and 10th Tuesday of the Winter 2012 quarter from Noon to 1pm in the 1170 building Room 10. Your instructor is Kayla Krupnick: kkrupnickwalsh@edmc.edu
- Journal assignments completed by the intern, discussing lessons learned (20% of the grade).
- Any form of compensation you choose to extend is appreciated by the student and would serve as an excellent professional learning opportunity. Compensation may be in the form of hourly wages ranging from minimum wage to the prevailing industry standards, a stipend, reimbursement for transportation expenses, or conferences. However, monetary compensation is not a requirement. Students will receive academic credit.
- Supervision by appointed staff member who will be available to assign work to the intern, can answer questions, and is willing to act as a mentor. The supervisor should be able to meet with the intern for at least 1/2 hour a week.
- The intern must not be filling a vacant job as per the U.S. Department of Labor. Interns expect to be treated as an integral part of the work team. Many have the skills to produce a product, e.g. a web page, designs, sketches, or animations.

Please complete the attached agreement and return it promptly so that your intern may begin the Program. Contracts must be signed by the Academic Director and Dean of Academic Affairs. If you have any questions, please do not hesitate to contact us at (415) 865-0198. Thank you for contributing to the educational process in helping build our leaders of tomorrow.

INTERNSHIP ROLES AND RESPONSIBILITIES

- **Role and Responsibilities of the Organization and the Intern Supervisor**

The sponsoring organization agrees to provide a supervisor to oversee the student's internship. The supervisor should provide an orientation to the organization and to the student's specific projects. This may include introducing the intern to key people within the organization, arranging informational meetings, reviewing organization policies and procedures and familiarizing the intern with office equipment and procedures.

The supervisor meets with the student on a regular basis to discuss progress on projects and learning, as well as any other issues that arise as a result of the intern's activities. Frequent feedback on both strengths and areas for improvement allows the student to develop skills more quickly.

The supervisor should ensure that documentation required for academic credit – detailed on page 1 – such as timesheets and performance evaluations are submitted on a timely basis (weekly for timesheets, and twice in the quarter for performance evaluations).

- **Role and Responsibilities of the Student**

An internship provides exposure and access within an organization that graduates may not otherwise have the opportunity to experience during the early years of their careers. The student is expected to function as a professional, which is reflected in the projects and activities performed. The student is responsible to the supervisor for agreed upon projects and work duties. Students are expected to take initiative in designing and implementing projects, complete academic and professional assignments related to the placement, comply with policies and procedures of the organization.

The student is responsible for submitting a working email address to the internship instructor and checking that address often throughout the internship.

- **Role and Responsibilities of the Academic Department Director and Faculty Advisor**

Each student's Academic Department Director will assist the student to identify professional and career objectives, clarifying learning objectives and identifying appropriate internship sites as stated in the attached contract. Directors support students and internship supervisor in creating clear learning objectives that are applied towards course credit.

During the internship the Faculty Advisor can assist the internship supervisor in his/her role as part of the student's education, supervisor, mentor, and can provide technical assistance. The Faculty Advisor assesses student progress through various assignments and course requirements, and discusses changes, as appropriate, in the Internship Agreement and other areas of interest to the student and the supervisor. The Faculty Advisor is available by phone or email throughout the internship to answer questions or to assist in the resolution of any problems.

The Faculty Advisor should advise the student of the requirements of the course and ensure that the mandatory meetings for attendance and other requirements are understood.

THIS FORM MUST BE TYPED



INTERNSHIP SPONSOR'S AGREEMENT

1. Organization Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Supervisor: _____ Title: _____

2. Student Name: _____ ID # _____ Major: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Aii Email: _____ @stu.aii.edu
Intern/Job Title _____ Intern Salary/Stipend: _____
Qtr/Year: FA _____ WI _____ SP _____ SU _____ Total Weekly Hours Required: _____
Start Date: _____ End Date: _____

3. Summarize the internship duties, responsibilities, and activities:
[Empty box for text entry]

Please also attach a FULL description to this application: Describe the internship title, duties, responsibilities, activities, timeline and competencies. List the tasks and responsibilities the intern will be have and identify the corresponding competencies which will be gained. Internship supervisor must create the description and also sign the attachment.

Task: What one does to gain competence; doing rather than the learning. Tasks are the experience or input in contrast to the skill or outcome. Competency: Transferable, functional skills (i.e., knowledge and ability to do something skillfully). Performance abilities acquired through experiential learning or formal education.

Sample learning objectives include: Differentiate among career options in their chosen field; evaluate personal and professional skills and interests relative to their application in possible career paths in chosen field; follow written and oral directions, communicate effectively with others; adhere to established time frames for completion of work; analyze, prioritize, and sequence project and/or job-related tasks, adhere to established requirements and standards for completion of work.

4. Our company will cooperate and aid the student in complying with all the requirements for the Academic Internship Program. If problems develop we will immediately contact the Faculty Liaison at The Art Institute of California- San Francisco: (415) 865-0198

Employer Name (Please Print) _____ Employer Signature _____ Date _____
Student Name (Please Print) _____ Student Signature _____ Date _____
Academic Director (Please Print) _____ Academic Director Signature _____ Date _____

Please return this form to the Dean of Academic Affairs by the last Friday before the start of the quarter.