ART & DESIGN INTERNSHIP GUIDELINES  
Please read this information carefully.

Eligibility
Students must be in good academic standing, have at “B” average in Studio Art courses. Students must have completed ALL Foundations courses and be admitted to Upper Division status (52 credit hours) prior to beginning an internship.

BEFORE FILLING OUT THIS FORM
Please make sure you have read all of the information posted to the Internship & Opportunities website (http://art.fsu.edu/programs/undergraduate/internships/internships-and-special-opportunities/).

RECEIVING COLLEGE CREDIT
Students are encouraged to pursue internship opportunities to gain beneficial work-related experience in their field. Non-paid internships can be completed for college credit, though this type of internship needs to be vetted and approved by the chair of the Department of Art.

Students can complete an internship over a 14-week period during the spring, summer, or fall semesters. Credit hours range between 3-12 hours, though local internships can only be completed once for a maximum of 3 credit hours. Below is the credit hour/work hour breakdown:

3 credit internship = 12-15 hours / week, 170 hours minimum (Good for local internships)  
6 credit internship = 20-30 hours / week, 260 hours minimum (Non-local only, must be outside of Tallahassee)  
9 credit internships = 30-35 hours / week, 390 hours minimum (Good for summer full time internship, non-local only)  
12 credit internships = 40 hours/ week, 520 hours minimum (Good for full time/ full semester internships, non-local only)

IMPORTANT: By signing up for an internship experience, you are enrolling in a class and will be assessed tuition and fees based on the credit hours in which you are enrolled. If this form is turned in to the Department of Art after the regular enrollment period has closed, late fees may be assessed. In addition to participating in the internship, you will also be required to participate in a class and complete class assignments. Students will receive a Pass/Fail grade for the class based on class assignments and supervisor evaluation.

HOW TO REGISTER FOR INTERNSHIP HOURS

STEP ONE: FINDING AN INTERNSHIP
It is the student’s responsibility to find and secure an internship. The process is similar to finding a job. You will want to research where you want your internship to be and with whom. You will need a resume, a cover letter, and examples of your work. We recommend that you telephone or visit prospective employers. The FSU Career Center is a wonderful resource in assisting you find an internship and prepare your submission. Also, please visit our News & Opportunities website (http://news.art.fsu.edu) for possible opportunities.

STEP TWO: FILLING OUT THE INTERNSHIP FORM
Once you have found an employer, please fill out the following form. The form must be filled out and signed by your employer/supervisor and turned into the Department of Art no later than the FIRST DAY of drop/add during the semester of your internship. For example, if you plan to complete your internship in the fall, your internship form needs to be turned in on the first day of classes in the fall semester. Applications will not be accepted after drop/add. Please also note that, although the deadline for forms is the first day of classes, late registration fees may be assessed and, to avoid late fees, forms must be turned in prior to the end of the regular enrollment period for the semester.

STEP THREE: TURNING IN THE FORM
Please see advisor Liz DiDonna (223 FAB) FIRST. The application will need to be approved by the academic advisor, the Internship Coordinator, and the Department of Art Chair. You will be notified once the internship is approved and you are registered for internship credit hours. Shortly after you are enrolled, an email will be sent to you with class information and the syllabus.

STEP FOUR
In order to successfully complete the internship and receive a passing grade, you need to 1) receive a positive evaluation from your employer and 2) successfully complete the course assignments. After completing the internship at the end of the semester, your employer will be asked to complete an online evaluation survey by the last day of classes.
ART & DESIGN INTERNSHIP FORM

TO BE COMPLETED BY STUDENT: (please print clearly)

NAME: ______________________________ FSU EMAIL: ______________________________

SEMESTER OF INTERNSHIP: FALL ____ SPRING ____ SUMMER ____

Number of Credit Hours: _____ CITY/STATE of Internship: __________________________

Will you be reporting to your internship remotely? Y / N

GOALS: Answer the following questions related to your goals for the internship. This is best done through a conversation with your internship supervisor. Interns should consider their career field of choice and the knowledge and skills you want to obtain from this experience. Goals should be SMART (specific, measurable, attainable, realistic and time-bound). Goals can be related to hard skills (e.g. learning new techniques, programs, equipment), personal/professional skills (e.g. working with others, time management, professional etiquette) or career knowledge (new information regarding industry or job duties).

1) What do you want to accomplish by participating in this experience?
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2) How might you accomplish it? (What specific steps will you take? What activities will you do? How will you acquire the knowledge? Under what conditions will the learning occur?)
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3) How will you measure your success? (What evidence will you have to demonstrate that learning has taken place?)
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FUTURE GOALS: In 2-3 sentences, please describe how this internship will contribute to your field of study or future professional goals:

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STUDENT SIGNATURE:

I have read this form and guidelines in their entirety and understand the policies and procedures outlined therein.

______________________________________________________________
Student Signature                                          Date
Dear Employer,

The National Association of College Educators defines an academic internship as "An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths." (NACE Position Statement, US Internships, 2011)

The Department of Art at Florida State University strives to make this the best experience possible for both you and the student. This opportunity provides our student population real world experience and a chance to learn from experts in their field. We expect our students to work hard and act professionally as they would at any other job. We also advise them to get the most out of the internship experience by setting specific goals, learning as much as they can, seeking challenges, gaining valuable feedback and applying their newly developed skills in future career opportunities.

As a part of the internship experience, we ask supervisors to provide the student with regular check-in and performance feedback and a mid-semester informal evaluation. At the end of the semester, we will ask you to submit a final evaluation survey that we will use to assess the student’s performance to receive academic credit.

Thank you for providing this opportunity!

We would be happy to provide more information on internship best practices! Please contact Elizabeth DiDonna, edidonna@fsu.edu

NAME OF EMPLOYER/SUPERVISOR: ____________________________________________________
NAME OF COMPANY (if applicable): __________________________________________________
SIGNATURE OF EMPLOYER/SUPERVISOR: ____________________________________________
EMAIL OF EMPLOYER/SUPERVISOR: ________________________________________________
PHONE NUMBER OF EMPLOYER/SUPERVISOR: ________________________________________
NUMBER OF HOURS TO BE WORKED (WEEKLY HOURS AND TOTAL HOURS FOR SEMESTER):

DATES OF INTERNSHIP: START__________________    END____________________

Description of job, duties, and tasks: __________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

OFFICE USE ONLY:

Advisor Approval: ___________________________________________                      Date: ___________
Instructor Coordinator Approval: ___________________________________________          Date: ___________
Chair Approval: ___________________________________________                        Date: ___________

STUDENT EMPLID:________________________