ART & DESIGN INTERNSHIP FORM
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 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 13-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 = 15-20 hours / week, 195 hours minimum (Good for local internships)
- 6 credit internship = 20-25 hours / week, 260 hours minimum
- 9 credit internships = 30-35 hours / week, 390 hours minimum (Good for summer full time internship)
- 12 credit internships = 40 hours/ week, 520 hours minimum (Good for full time/ full semester internships)

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 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 attend a class, which will meet 3 times during the semester, and complete class assignments. (Students who are participating in an internship out-of-town will correspond via email with the instructor rather than attending class meetings.) Please refer to the day and time indicated in the course search for ART 4943 - this is when the class meets and attendance is mandatory. Students will receive a Pass/Fail grade for the class.

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. 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 signed by your employer and turned into (or faxed to) the main art office, 220 FAB, 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. Please 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 form 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 indicating class meetings and other class information.

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 2) attend class meetings 3) 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: ____________________________
TYPE OF INTERNSHIP:  FALL ______ SPRING ______ SUMMER ______
Number of Credit Hours: ______ LOCATION: ____________________________
In 2-3 sentences, please describe how this internship will contribute to your field of study or future professional goals:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STUDENT SIGNATURE:
I have read this form in its entirety and understand the policies and procedures outlined therein.
____________________________________________________________
Student Signature  Date

TO BE COMPLETED BY EMPLOYER: (please print clearly)

NAME OF EMPLOYER: ____________________________________________
NAME OF COMPANY (if applicable): ________________________________
SIGNATURE OF EMPLOYER: ______________________________________
EMAIL OF EMPLOYER: __________________________________________
NUMBER OF HOURS TO BE WORKED: __________________________
DATES OF INTERNSHIP: START  END __________________________
Description of job, duties, and tasks:
________________________________________________________________________
________________________________________________________________________
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OFFICE USE ONLY:
Advisor Approval: ____________________________  Date: _____________
Instructor Coordinator Approval: ____________________________  Date: _____________
Chair Approval: ____________________________  Date: _____________
STUDENT EMPLID: ____________________________