ART 129 - Professional Internship Program

OVERVIEW

Art 129 may be used to satisfy art elective credit for all majors in the Department of Art and Design and graphic design elective credit for all graphic design majors.

The accompanying internship request and internship agreement forms must be completed by the student in consultation with the supervising professor, internship sponsor and with the concurrence of the chairperson of the Department of Art and Design before commencing the internship. The stature of the firm for the purposes of the Department of Art and Design will be determined by the supervising professor.

Exclusive of non-profit organizations, the sponsoring firm will be encouraged to pay the student intern the legal minimum wage for the duration of the internship and must pay at least the minimum wage for all work completed by the student after the agreed number of work hours have been completed. If the student is not compensated for their work after this point they may terminate the internship regardless of its duration.

The student will submit a portfolio or other evidence of work completed as well as an evaluation statement from the internship sponsor and proof of hours worked. Additional requirements in individual areas may be required at the option of the supervising professor.

The total amount of academic credit awarded will be determined at the time of evaluation. Credit will be awarded on a credit/no-credit basis (CR - credit, NC no credit).

The Department of Art and Design encourages students to seek out and participate in additional internship programs regardless of their ability to receive academic credit.

REQUIREMENTS AND GUIDELINES

• A student must have completed 40 credit hours before enrolling in the course.
• The course may be taken for 1 – 3 credit hours.
• Academic credit is based on 60 hours of work by the student for 1 hour of credit.
  (ie: 180 work hours = 3 credits) (180 hours \ 15 weeks = 12 work hours per week)
• A student may apply up to 6 hours of internship credit toward the 124 credits required for graduation.
• A maximum of 3 hours internship credit is allowed per semester or summer.
• The student must submit a portfolio of work, an evaluation statement prepared by the internship supervisor and proof of hours worked. Academic credit awarded will be determined based on these factors.
ART 129 - Professional Internship Program

**INTERNship REQUEST**

<table>
<thead>
<tr>
<th>student's last name <em>(please print)</em></th>
<th>first name</th>
<th>drake id number</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>sponsoring employer</td>
<td>internship supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide a brief description of the internship *(job duties, responsibilities, etc...)*

<table>
<thead>
<tr>
<th>department</th>
<th>course number</th>
<th>crn</th>
<th>anticipated credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art &amp; Design</td>
<td>129</td>
<td></td>
<td>1 – 2 – 3</td>
</tr>
</tbody>
</table>

Title to be recorded on transcript: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

student signature

faculty supervisor signature

Enrollment in this course requires authorization from both the Dean and Department Chair:

department chair

arts and sciences dean
ART 129 - Professional Internship Program

INTERNSHIP AGREEMENT *(to be filled out in consultation with internship sponsor)*

<table>
<thead>
<tr>
<th>student's name</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>address</td>
<td>telephone</td>
</tr>
<tr>
<td>employer</td>
<td>telephone</td>
</tr>
<tr>
<td>site supervisor</td>
<td>title</td>
</tr>
<tr>
<td>beginning date</td>
<td>completion date</td>
</tr>
<tr>
<td>number of weeks</td>
<td>hours per week</td>
</tr>
<tr>
<td>total hours</td>
<td></td>
</tr>
</tbody>
</table>

work schedule

Internship Duties and Responsibilities: ____________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Additional conditions required by internship sponsor: _____________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Evaluation by faculty supervisor will be based on:  *A portfolio or other evidence of work completed, the internship sponsor evaluation statement and proof of hours worked.*

Additional conditions or academic requirements required by faculty supervisor: __________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
ART 129 - Professional Internship Program

GENERAL INTERNSHIP RESPONSIBILITIES:

Responsibilities of the student intern:

• The student agrees to comply with the policies of the employing organization, to attend all required orientations, in-service and staff meetings.
• The student will notify his/her work supervisor if unable to work as scheduled.
• It is the responsibility of the student to notify the faculty supervisor of any changes to the information included on the internship agreement.

Responsibilities of the sponsoring employer:

• The employer agrees to provide the student with orientation and supervision necessary to carry out the above specified responsibilities.
• The internship sponsor agrees to provide a level of supervision commensurate with the interns responsibilities. (daily, scheduled conference, as needed, etc...)
• The employer agrees to provide the intern with all resources necessary to complete assigned tasks. Drake University owned resources may not be used for for-profit commercial purposes.
• The faculty sponsor must be notified before the internship may be terminated by either the student or employer before the agreed upon total number of hours have been completed.

This internship agreement has been reviewed and agreed to by:

__________________________________________  __________________________
student                                        date

__________________________________________  __________________________
faculty supervisor                             date

__________________________________________  __________________________
site supervisor                               date

• It is the student’s responsibility to see that each of the above have a copy of this agreement.
• The original of this document should be attached to the Internship Request form and returned to the Art and Design office after completion.
• If major changes are made in regard to the intern’s responsibilities or requirements all participants in including the Chair of the department should be notified.
INTERNSHIP SPONSOR EVALUATION STATEMENT

Please Evaluate the student intern based on the following criteria:

How well did the student intern meet their responsibilities as outlined in the internship agreement?

Please reflect on the quality of the student intern's work.

Please reflect on the student intern's level of professionalism.

________________________

site supervisor

________________________

date