

ARTCENTER INTERNSHIP FOR CREDIT GUIDELINES

Internships are valuable, educational experiences that provide students with opportunities to gain practical, hands-on work experience under the supervision of professional artists or designers in their field.

We strongly encourage students to take advantage of these opportunities and to be aware of the requirements and policies that are in place to provide them with successful internship experiences.

Below we offer information and insight into integral pieces of our internship process. Please read all information carefully.

ELIGIBILITY AND REQUIREMENTS

- **Undergraduate students:** a minimum of 70 units, minimum 2.5 Cumulative GPA
- **Graduate students:** a minimum of 30 units, minimum 3.0 Cumulative GPA
- Restrictions or holds on a student account must be cleared before registering for an internship.
- **International students studying on F-1 visas must verify their eligibility to register for any internship with the International Student Advisor (ISA) in the Center for the Student Experience (CSE).** If the internship is located in the United States, international students must be enrolled either full-time or in an approved Internship Term to engage in the internship experience off-campus. They must also get Curricular Practical Training (CPT) employment authorization from the ISA in the CSE before starting an internship, in order to comply with U.S. immigration laws. Failure to follow these steps may have serious consequences for international students, including the possible cancelation of their F-1 visas.

ACCESSING INTERNSHIPS

- Visit CPD's online job platform, [ArtCenter Connect](http://artcenter-csm.symplicity.com): <http://artcenter-csm.symplicity.com>
- Conduct research: ask your Department Chair/ faculty and visit sites such as LinkedIn, Coroflot, Krop, Creative Hotlist, Entertainment Careers and company websites.
- Meet with a CPD Career Advisor for support in your Internship search. You can schedule an appointment on ArtCenter Connect.

INTERNSHIP CRITERIA

- Students are able to complete internships both domestically and internationally.
- Paid and unpaid internships that meet Federal Guidelines are eligible to receive academic credit.
- **Internships must be a minimum of 10 weeks. These 10 weeks must fall within ArtCenter's 14-week term schedule. [See term schedule on p. 3.]**
- Employers cannot require or depend on the use of an intern's personal equipment, software, or space.
- Due to COVID-19, remote internships are currently allowed.
- **Interns should be assigned a supervisor who is a professional with expertise, education and/or training in the student's field of study.**

ACADEMIC CREDIT

- **Students may receive 3 or 6 units of credit for an internship.**
 - 3 units = Minimum of 12 internship hours per week or 126 hours per semester
 - 6 units = Minimum of 24 internship hours per week or 252 hours per semester
- Students must meet the minimum required hours by Friday of Week 14 of their Internship Term to receive internship credit.
- **Tuition will be charged per unit of credit that is earned.**
- Internships are graded on a Satisfactory/Unsatisfactory basis.
- A maximum of six (6) units may be earned per internship, per semester.
- A total of twelve (12) internship units may be applied toward a student's graduation requirements.
- Students may not register an internship for the same position at the same company with the same learning outcomes for more than two (2) consecutive semesters. Any exception to this limit must be approved by the student's Department Chair. (Students studying on an F-1 visa should meet with the International Student Advisor (ISA) in the Center for the Student Experience (CSE) to determine their eligibility to remain in an internship for two (2) consecutive terms).

INTERNSHIP REGISTRATION

- **To receive academic credit students must register their internships by Friday of Week 1 of the semester in which they are completing their internship.** Internship registrations attempted after this deadline will not be accepted.

MEETING WITH YOUR DEPARTMENT

- **Students must meet with their Department Chair or the designated department representative to develop learning objectives and determine course credits being waived or substituted.** You will be asked for your learning objects in your registration.
 - Learning objectives should NOT list tasks that you will perform during the internship. They must identify what you will learn from completing those tasks.

INTERNSHIP REGISTRATION (CONTD)

REGISTRATION PROCESS

- **After meeting with your department, students must then complete a For-Credit Internship Record on ArtCenter Connect to register their internship.**
- Interns and Site Supervisors will be required to agree to CPD's Internship Guidelines.
- The College will not approve retroactive credit for internships or accept petitions requesting retroactive credit.

OFFER LETTER CRITERIA

Students will need to obtain an offer letter from the internship employer.

The letter needs to be printed on the official company/studio letterhead and must include all of the **following 7 pieces of information:**

1. A statement acknowledging that the employer is accepting the student as an intern
2. Beginning and end dates of the internship
3. Number of hours the intern will be expected to work each week
4. Rate of pay
5. Internship position title
6. Name, title, phone number, and email address of the intern's supervisor
7. Brief description of the intern's responsibilities, its educational value and relevance to student's area of study

EMPLOYERS MUST SIGN INTERNSHIP AGREEMENT FORMS

Once a student has started their internship registration, CPD will reach out directly to the employer with a form to get a signed Employer Internship Agreement. Companies offering unpaid internships will be asked to verify that they meet Federal Guidelines for unpaid internships.

Internship registrations will not be approved unless the Employer Internship Agreement is signed and returned to CPD. This policy is in place to ensure student safety while on internships.

EMPLOYERS MUST SIGN INTERNSHIP AGREEMENT FORMS

TERM SCHEDULE, AND REGISTRATION AND GRADING DEADLINES

<u>Terms</u>	<u>Term Dates</u>	<u>Registration Deadlines</u>	<u>Grading Deadlines</u>
Spring 2024	January 13 - April 20	Friday, January 15	Friday, April 12
Summer 2024	May 11 - August 17	Friday, May 17	Friday, August 9
Fall 2024	September 7 - December 14	Friday, September 13	Friday, December 6

GRADING DEADLINES

Academic credit for internships will be assigned by the student's Department Chair and will be awarded only on a Satisfactory/Unsatisfactory basis. To receive a Satisfactory grade for an internship course, the student must satisfy the expectations and requirements outlined below.

Students engaging in internships are expected to practice general professional behavior at their internship sites, including:

- abiding by the professional practices and workplace culture of the internship site;
- fulfilling the duties and responsibilities outlined in the offer letter and expected by the employer;
- successfully completing all agreed upon hours by setting up and adhering to a work schedule;
- maintaining open communication with regard to schedule changes, running late, or any other concern that may arise; and
- practicing strong interpersonal skills and working well with others.

The student must also complete the following documents on Connect by Friday, Week 13:

- A log of hours approved by the internship site supervisor
- Final Intern Evaluation of the Student (completed by the employer)
- Internship Reflection (completed by the student)
- Any other requirements authorized by the Department Chair (e.g., final presentation, review of internship work products).

Department Chairs or designated department representatives will review materials and award grades.

GRADING DEADLINES (CONTD)

INTERNSHIP EXTENSIONS AND REGISTRATION

An internship supervisor may wish to extend a student's original contract as an intern. If this occurs, the student **must** register this extension for the next term. It will be the student's responsibility to submit a new Internship Record each term they are on an internship. As a reminder, students may enroll in an "Internship Term" for up to two terms during their course of study at ArtCenter.

VISA REQUIREMENTS

If applying for an international internship, students should be aware of deadlines. Visa requirements vary from country to country so students need to account for the length of time it will take to obtain appropriate visas. Visit <https://travel.state.gov/content/passports/english/country.html> for more information

FINANCIAL AID

A student's financial aid package (loans, scholarships) may be affected when accepting an internship opportunity. We encourage students to visit the Financial Aid office prior to accepting an internship to check the status of their aid package.