



INTERNSHIP FOR CREDIT

Academy of Art University

79 New Montgomery Street

San Francisco, CA 94105

2009/2010 Handbook

The Definition of an Internship for Credit

The difference between an Internship and Employment

The difference, as set forth by the Department of Labor, for purposes of determining whether or not individuals must be paid for their work, is as follows:

An individual is an “employee,” and must be paid, if his or her activities benefit the company more than they benefit him or her. An individual is an “intern,” who may or may not be paid, if his or her activities benefit him or her more than they benefit the company.

If the expectation of the internship involves extensive productivity from the student and will not be allowing the opportunity for college credit, an intern **must be paid** for his or her work in order to comply with the Fair Labor Standards Act (FLSA). Consider carefully whether the internship falls under the category of Employment or Internship for credit.

Continue only if internship for credit complies with the above labor laws.

Basic Criteria

- Mission of an internship for credit is educational
- A qualified professional is always provided on-site
- An appropriate setting with a variety of clients and professional activities
- Questions regarding full or partial ownership of art completed by interns should be directed to student’s department head **before the internship commences**

Objectives & Requirements

Internship for Credit should:

Provide students with:

- Integrated academic and on-the-job professional experience
- Academic credit of 3 units
- Professional contacts for future job search and networking

Provide employers with:

- Personnel with current job skills and fresh creativity
- Pool of qualified applicants for on-going hiring needs

The Process of Finding and Securing Internships for Credit

- Internship placement is the responsibility of the student
- Final decision is between the student, host company and department director

A student can search for Host Company by:

- Conducting own industry research
- Contacting faculty members and/or department directors
- Researching the Career Resources sections: Online Job Board or Industry Websites on http://my.academyart.edu/studentresources/career_resources.html

Eligibility

- Degree-seeking candidate
- 3.0 GPA or higher
- A Senior or high-level Junior with at least 90 units completed, including 60 art units
- Graduate student who has passed Midpoint Review and commenced Directed Study
- Obtain and complete internship application with Graduate/Student Services
- Graduate/Student Services must approve all exceptions
- Full time faculty/department director to act as faculty liaison
- Approval from department director
- International Students may take an internship for credit. If pay is desired, students must have legal working status granted by the INS. International students should contact the International department at 415.274.2208 if they have questions regarding their legal status.

Required Hours

- A minimum of 9 hours per week during the Fall/Spring semester and 20 hours per week for the Summer semester (minimum of 135 hours) is required to gain 3 units of credit for the internship.
- Companies may require more than the minimum of 9 hours per week as a condition of placement.
- Companies cannot require more than 20 hours per week as a condition of placement.

Maximum Credits Allowed

- Students will receive 3 credit units per semester upon successful completion of the internship.
- A total of 6 credits are permitted to replace Directed Study (or elective) for Graduate candidates when obtained through internships.
- If a student opts for a second 3 credit internship in a future semester, the internship must be different from the first. This must be presented by the student to their department director and approved.
- A maximum of 6 units (2 internships) are allowed in one student's program. Exceptions to this must be approved by the department director and the Education department.

Professional Conduct

- Students must represent the highest standards of professional behavior consistent with the values of the setting, including dress, punctuality, client contacts and interpersonal relationships.
- Failure to meet these standards will result in negative evaluations and/or removal from the internship setting.

Termination of Placement Before the End of a Semester

- If a student's internship is terminated for any reason, the student shall notify the faculty liaison immediately in writing. The faculty liaison will then initiate the process of investigation and make recommendations to the appropriate department director.
- Students note that an unsatisfactory resolution might place the semester credits in jeopardy.
- Policies set forth by Graduate/Student Services and Accounts Receivable regarding Add/Drops are the same as for normal 3 unit courses.

Responsibilities

Students

The specific responsibilities of the students are to:

- Meet with their Graduate/Student Services Advisor to determine if they are eligible to take an Internship for Credit.
- Apply for and receive an offer of an Internship for Credit from a company involved in the student's field of study.
- Obtain the Internship for Credit Application from their Graduate/Student Services Advisor.
- Collect all required signatures on the application and return it to their Graduate/Student Services Advisor by the due date indicated on the application.
- Let their supervisor at the host company know that an AAU representative will call the Supervisor to obtain a recommended midterm (week 7) and final (week 15) grade for Department Director review and approval.
- Provide their supervisor at the host company with the "Employer Evaluation of Intern" form, and ensure that this evaluation and the "Student Evaluation of Internship Setting" form are returned to the Department Director no later than 24 hours before the final grades are due for the semester in which the internship was registered. (forms attached).

Faculty Member/Director (Internship Liaison)

The specific responsibilities of the faculty liaison are to:

- Inform the agency supervisor of the departmental curriculum (teaching goals and academic expectations)
- Track the number of hours the student is spending at the internship, the range and quality of activities. Obtain agency's evaluation form
- Conduct a mid-point review of internship with student
- Determine the letter grades (midterm and final) for the internship. **Letter grade must be turned into department director.**
- Complete formal evaluation at end of the semester
- Verify that all forms have been processed and submitted to department director
- **Record credit/no credit and/or letter grade within semester roster**
- Send completed Evaluation for Credit form to **Records Office**

Employer (Host Supervisor)

The specific responsibilities of the Employer are to:

- Define expected skills and abilities as related to student's major field of study
- In accordance with the State Labor Laws and the Fair Labor Standards Act (FLSA), the employer must pay the intern if no credit is obtained and if the internship position description requires extensive productivity on the part of the intern.
- Provide a recommended midterm (week 7) and final (week 15) grade for the intern to an AAU representative who will call the Supervisor to obtain a recommended for Department Director review and approval.
- Complete evaluation form of student's work and progress upon completion of internship.
- An Academy of Art University intern is expected to work a minimum of 9 hours/week during fall and spring semester and 20 hours/week for summer.
- A total of 135 hours is required to gain 3 units of internship credit.

Internship Application and Evaluation Forms

Application:

- Application form is obtained by student from advisor in Graduate/Student Services
- Advisor accesses student and internship criteria for acceptance.
- After **ALL** signatures have been obtained, student must return application to Graduate/Student Services to register the internship.
- Deadline for each semester is the same as for adding a class.
- Student's department director assesses internship, making final decision on the merits of the internship in place of AAU traditional coursework.
- Internships will not be registered without the approval of the student's academic department director.

It is the responsibility of the student intern to provide this form to their supervisor at the internship host company, and to indicate their academic major at the AAU.

ACADEMIC MAJOR of INTERN _____



Internship for Credit

EMPLOYER EVALUATION OF INTERN

Intern's Name _____

To be completed by host supervisor and reviewed by faculty liaison:
(upon completion of internship)

Date _____
Supervisor Name and Title _____
Company _____
Address _____ Phone _____

Completed a minimum of _____ total hours of internship for credit.
Was the intern punctual? Yes No

Comments: _____

Did the intern maintain a professional demeanor in accordance with the work environment? Yes No

Comments: _____

Did the intern perform duties required in a timely and effective manner? Yes No

Comments: _____

Did the quality of the intern's work meet the expectations agreed upon? Yes No

Comments: _____

The lettered grade that best describes the intern's overall performance.

A B C D F

Additional Comments:

Would you be interested in participating in another internship with the Academy of Art University? YES NO

Signature _____ Date _____

Return completed form to Department Director.

ACADEMIC MAJOR of INTERN _____



Internship for Credit

STUDENT EVALUATION OF INTERNSHIP SETTING

To be completed by student Intern: (Upon completion of internship)

Student Name _____

ID Number _____

Host Company _____

Address _____

Telephone _____

This internship was a true learning experience and has helped me become more professional. I learned as much through the internship as I would have in a normal 3 credit Academy of Art course:

_____ Agree _____ Disagree

Comments:

List the skills learned and/or developed at the internship:

1. _____
2. _____
3. _____
4. _____
5. _____

I would recommend an internship at this company:

_____ Agree _____ Disagree

Signature _____ Date _____

Return completed form to your Department Director.

****It is the responsibility of the student intern to ensure that both the Employer Evaluation Form and the Student Evaluation Form are returned to the Department Director at least 24 hours before the final grades are due for the semester in which the internship was registered.**