



Ringling College
of Art + Design

INTE 301

Elective Internship Course
Handbook & Guidelines

Ringling College of Art and Design
2700 North Tamiami Trail, Sarasota, FL 34234
Telephone: 941-351-5100
Fax: 941-309-0029 (Career Services)

Revised: 4/27/2018

INSTITUTIONAL STATEMENT OF PURPOSE ON INTERNSHIPS

The College strongly encourages students to pursue internships, whether for non-credit, for elective credit, or for credit in the major. In general, the College believes that such experiences offer students the opportunity for substantive and relevant work experience in a professional field and that such experience may be eligible for some type of credit when properly demonstrated through completed project work evaluated by a faculty member.

Students may pursue internships that are non-credit without faculty supervision. However, credit for any internship experience must be linked to performance in line with academic expectations, and therefore some type of faculty advisory support and department head approval, in line with the type of internship experience, whether paid or unpaid, must be documented.

Faculty supervision and review is the primary determinant for awarding credit. The distinctions between those internships awarded as elective credit and those for credit in the major, is the location and degree of faculty and department head oversight, as well as the focus of the internship itself. In either case, in order to award credit, agreements for scope of work, supervision and review are coordinated in advance of the student's experience in the internship and approved by a department head.

INSTITUTIONAL STATEMENT ON COMPENSATION

As taking an unpaid internship may constitute an economic hardship for students, and thereby may limit the pool of qualified candidates, the College strongly encourages internship sponsors to pay their interns. It is the explicit policy of the College that the receipt of academic credit in addition to wages (or other compensation) for an internship does not represent a conflict of interest.

DEFINING INTERNSHIP

An internship is not the same thing as a summer job. The College expects sponsors of internship experiences for credit (both elective and major-specific) to provide career-related experiences that are of sufficient challenge to college-level students. The College expects that no more than 20% of the internship should be clerical in nature. So that prospective students seeking internships have enough information to be able to evaluate the opportunity and make a decision as to whether or not they should apply, and later seek academic credit for the experience, internship sponsors should provide the Center for Career Services complete internship descriptions that are similar to normal job descriptions.

At a minimum, for elective credit, internship descriptions must articulate the professional nature of the work expected and the willingness of the internship sponsor to provide on-site supervision of the intern.

UNDERSTANDING ELECTIVE CREDIT INTERNSHIPS

Courses that don't fulfill a specific slot in a degree program requirement list are elective courses. Internships that are not major-specific (or required by the major) must be categorized as elective credit. Students may not substitute elective credit earned for required course credit, but may be used as elective credit to count towards the total number of hours required for degree completion. Elective credit for an internship experience requires the endorsement of a faculty member and approval, in advance, from that faculty member's department head/program director.

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STUDENT ELIGIBILITY FOR ELECTIVE CREDIT INTERNSHIPS

Students are able to earn a maximum of 6 credits in all internship experiences, whether they are required by the major or whether they're done as elective credit, or some combination thereof. All students must meet the following standards in order to be eligible for elective credit internships:

- In internships for elective credit, students will need a 2.5 GPA (or GPA waiver by the department head)
- Credit in any internship for elective credit is subject to enrollment in INTE 301 (see course description below)

Students engaged in internships performed over the summer are expected to meet in the fall in an internship course to review the work done. Credit for the experience is awarded during official enrollment at the College, not during the internship itself. Students may receive up to 3 course credits if review of the internship experience demonstrates adherence to established College and departmental criteria. Review and approval of credit is by a Ringling College Faculty Adviser and the Head of the Department, and earned credits would be applied to the degree program as elective studio credits.

STANDARDS FOR INTERNSHIPS EXPERIENCES

In addition to supervision and review, internships for elective credit feature clearly articulated expectations for work with an on-site supervisor to whom the intern reports. As such, there is a requirement that the experience be a structured, practical one within a sponsoring company, organization, educational environment, government agency or any other environment where professional connections to the world of work and career are possible. The following are minimum standards for endorsement and approval of internship experiences that can count for elective credit:

- Internship Agreement Form (attached), including:

Description: A clearly articulated job description of the experience that indicates it is of sufficient quality to be considered for elective credit on Statement of Internship Purpose.

- a) Includes a description of internship's connection to professional practice in the major
- b) Includes a list of learning objectives to be accomplished
- c) Includes evidence of learning to be demonstrated upon completion
 - Faculty Advisor endorsement
 - Department Head approval
 - Supervision and Supervisor Review: The willingness of the internship provider to identify an on-site supervisor to whom the intern will report during the internship experience. The supervisor must be willing to provide a review of the work performed during the internship experience. Internship sponsors should provide direct on-site supervision and training that gives the student intern the necessary support to carry out assigned tasks. Interns should be supervised by experienced professionals in tasks related to the discipline and the student's work to be performed. So as to be able to regularly evaluate and document the intern's performance, the intern's supervisor should be on-site, and physically present and accessible to the intern on a regular basis.
 - Student Evaluation: Students must fill out an Internship Evaluation Form prior to credit being awarded.

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STANDARDS FOR GRANTING ELECTIVE INTERSHIP CREDIT

Review: The work experience is only the performance element of the internship; credit is awarded based on work done in INTE 301 – Elective Internship. The course description follows:

INTE 301 – Elective Internship: This internship course meets with a faculty member in the fall semester to review the work done during summer internships and allows students to convert practical experience and knowledge developed in the field to the completion of a project that can earn elective credit. Students may receive up to 3 course credits if review of the internship experience and its subsequent project demonstrates adherence to established College and departmental criteria. Grading is on a Credit/No Credit basis.

Course Objectives for INTE 301: Credit for the internship experience is awarded during official enrollment at the College, not during the internship itself. In order to earn credit, students completing the performance of a summer internship must subsequently register for this internship course with their Faculty Adviser in the following fall term. The work experience with the internship sponsor is only the performance element of the internship; credit is awarded based on completion of assignments related to the experience outlined in the Internship Agreement Form and the Statement of Internship Purpose. Students are expected to meet regularly each week during the term to develop work on an Internship Project (see below) that reflects the agreements made and the experience provided by the internship. The Internship Project Description is to be written by the student in consultation with the faculty member prior to beginning project in INTE 301 and includes (as outlined in the booklet, pages A-E):

- Project Title
- Beginning Date of Project
- End Date of Project
- Project Objectives
- Tangible evidence of completing the objectives: Approval of Proposal Faculty Adviser
- Credit approved

All work completed must demonstrate sufficient quality to be eligible for college-level credit as determined by the faculty member for INTE 301, and as approved by the Department Head/Program Director. Students may receive up to 3 course credits if review of the internship experience demonstrates adherence to established College and departmental criteria.

TIME COMMITMENT

All INTE 301 internships are 35-40 hours a week for 8 - 10 weeks.

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RESPONSIBILITIES IN OBTAINING AN INTERNSHIP:

Internship applicants must conform to the following policies and applications must be completed with all appropriate signatures before the start of the internship semester or summer activity.

PROCEDURE	RESPONSIBILITY
Secure an intern site for internship experience	Student
Secure internship site approval	Student, Faculty Advisor OR Department Head
Complete internship agreement forms	Student
Get required signatures from Site Supervisor, Faculty Advisor Or Department Head, Academic Advisor OR Registrar, & Dir. Of Career Services	(Student must give copy of Internship agreement to Site Supervisor, Faculty Advisor OR Dept. Head, Academic Advisor OR Registrar, & Dir. of Career Services.)
Site Supervisor	Employer
Intern Review	Employer
Internship Evaluation	Student
Course Registration	Student
Final Evaluation	Employer/Faculty Advisor or Dept. Head & Director of Career Services
International Students	<p>Please notify the Director of International Student Affairs of your intention to participate in an internship and take the INT301 course.</p> <p>Once international students have job offers and authorization for Curricular Practical Training on their I-20, they must take the documentation, along with passport and I-94, to the Social Security Office to apply for a SSN.</p> <p>You must apply in person. Please see the Director of International Student Affairs for detailed instructions.</p>

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INTE 301

Elective Internship Course Handbook & Guidelines

This internship course meets with a faculty member in the fall semester to review the work done during summer internships and allows students to convert practical experience and knowledge developed in the field to the completion of a project that can earn elective credit. Students may receive up to 3 course credits if review of the internship experience and its subsequent project demonstrates adherence to established College and departmental criteria. Grading is on a Credit/No Credit basis. Students are permitted to apply and obtain credit for up to two "INTE 301 internships" - however restrictions may apply according to a student's individual major, and requirements for curricular or co-curricular internships. Check with your department head about internships for credit.

REGISTRATION



COMPLETING YOUR INTE 301 COURSE REGISTRATION DOCUMENTS

Be sure you read all of the materials in the entire booklet and understand the nature of this elective course completed after your summer internship.

The following documents must be completed, signed, and delivered to the Center for Career Services:

1. Page A, Internship Agreement
2. Page B, Internship Agreement – be sure to give detailed information on your internship, what you will be doing, and the evidence of your having completed what you intend to do.
3. Page C, Internship Agreement signature form
4. Page F, potential financial aid request

Before You Begin Your Internship

Be sure to complete and send a copy of your on-line Sexual Harassment Training at the URL indicated on page F prior to starting your internship.

After Your Internship

After the completion of your internship, be sure that your supervisor(s) complete, review with you, and sign your Supervisor Review forms page D and E and fax, mail, or email them to:

A. Charles Kovacs, Director
Center for Career Services
Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, FL 34234-5895
941-359-7502
941-309-0029 F
ckovacs@ringling.edu

Additional Information

You will be invited to participate every week in a required INT301 course blog during your summer internship. This blog will allow you to reflect and share your experiences with the other interns and so engage in a virtual group conversation on the positive learning aspects of your work, industry, company, location, etc.

TIME COMMITMENT

All INTE 301 internships are 35-40 hours a week for 8 - 10 weeks.

INTERNSHIP AGREEMENT



This form must be filled out completely by all parties listed at the end of this document before beginning an internship to assure that all required approvals have been secured. The original shall remain on file in the Office of the Registrar. If the final evaluation is positive and the internship experience is satisfactorily completed, the student can maintain registration for INTE 301 – Elective Internship. The work experience with the internship sponsor is only the performance element of the internship; credit is awarded based on completion of assignments denoted in the Internship Agreement Form and the Statement of Internship Purpose. Students are expected to meet regularly each week with their Faculty Adviser during the term to develop work that reflects the agreements made and the experience provided by the internship.

INTERN (STUDENT) INFORMATION

Full Name: _____
Student ID: _____
Local address: _____
Permanent address: _____

Phone: _____
Email: _____
Major: _____

INTERNSHIP SITE INFORMATION

Internship Site: _____
Type of Business: _____
Address: _____

On-Site Supervisor: _____
Title: _____
Phone: _____
Email: _____

INTERN (STUDENT) INFORMATION

Job description: _____

Start date: _____ End date: _____ Estimated weekly schedule/hours: _____

Compensation: _____ Departmental Letter of Registration in INTE 301 required?: Yes or
No

INTERNSHIP AGREEMENT



STATEMENT OF INTERNSHIP PURPOSE

Internship's connection to professional practice in the major: _____

Learning objectives to be accomplished: _____

Evidence of learning to be demonstrated upon completion: _____

(You may attach an internship description to this for an addition to completing the above)

INTERNSHIP AGREEMENT



ENDORSEMENT AND APPROVAL

This agreement is entered into between Ringling College of Art and Design, the internship provider and the intern (student) for the purpose of providing work to the student eligible to participate in the Internship Program.

The student will perform specific, career-related work assignments. The Employer agrees that it will comply with the provisions of legislation regarding federal, state and local ADA and EEO guidelines. The student, for the purposes of worker's compensation and other liability, concerns, is deemed to be an employee of the Employer. Therefore, any claim of worker's compensation benefits or other liability compensation will be directed by the claimant against the employer and the claim application will name the off-campus organization as the Employer.

The undersigned student on behalf of him/herself and his/her parents or guardians hereby release and discharge Ringling College of Art and Design and its agents and employees from each and every claim, liability, loss or expenses for or on account of the death, personal injury or loss of any kind by undersigned student by reason of or arising from his/her internship.

Student Signature

Date

Internship On-Site Supervisor

Date

Department Head

Date

Career Services

Date

Academic Advisor/Registrar Office

Date

Student gives copies of this form to each person signing above and one to Career Services. The original of this form is retained by the Office of the Registrar.

SUPERVISOR REVIEW



Ringling College
of Art + Design

INTERN (STUDENT) INFORMATION

Full Name: _____

Student ID: _____

Local address: _____

Permanent address: _____

Phone: _____

Email: _____

Major: _____

INTERNSHIP SITE INFORMATION

Internship Site: _____

Type of Business: _____

Address: _____

On-Site Supervisor: _____

Title: _____

Phone: _____

Email: _____

EVALUATION BY: _____

Please answer the following questions:

Was the intern punctual? _____

How many scheduled workdays did the Intern miss? _____

Do you feel the intern's education adequately prepared him/her for this internship? _____

Please evaluate the intern with respect to the following:

	Needs Improvement	Average	Above Average	Excellent
Attitude	1	2	3	4
Focus	1	2	3	4
Acceptance of New Ideas	1	2	3	4
Ability to Take Instruction	1	2	3	4
Listening Ability	1	2	3	4

SUPERVISOR REVIEW



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Please describe the intern's performance in terms of the equality of his or her work, the extent of professional development exhibited and the intern's ability to learn and utilize new concepts and techniques (use separate sheet if necessary):

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

Please return this form to:

Center For Career Services
Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, FL 34234

Or Fax: 941-309-0029

Or Email: CKovacs@Ringling.edu

Thank you very much for your assistance and cooperation!

ADDITIONAL INFORMATION



1. Funding is potentially available for INT301 interns who are not receiving pay for their internship from their summer sponsor. We cannot guarantee at this point either the amounts or means of disbursement but if you would like to be potentially considered for this option please complete and sign the form below and we will add your name to the list.

Name _____

Major _____

Minor _____

Year of Graduation _____

Summer internship sponsor _____

I would like to be considered for potential financial assistance for my internship as I am not receiving any compensation from my summer sponsor.

AFFIRMATION

2. INT301 interns are responsible for reading, understanding, and affirming their commitment to the requirements, policies, and procedures for the registration, internship experience itself, and the fall course's syllabus requirements after the successful completion of their summer experience.

My signature below allows Ringling College of Art and Design to verify the information on my INT301 registration form; it also affirms that I have read, understand, and commit to successfully completing my summer internship and fall class.

Signature

Date

Before you begin your summer internship, you must complete the following on-line sexual harassment training and return a copy – electronically or in hard copy of your completion – to: A.Charles Kovacs, Center for Career Services, Ringling College of Art and Design, 2700 North Tamiami Trail North, Sarasota, FL 34234; ckovacs@ringling.edu; fax: 941-309-0029.

<http://training.newmedialearning.com/psh/ringlingc/index.htm>

Thank you very much for your assistance and cooperation!