



Ringling College  
of Art + Design

## INTE 301

### **Elective Internship Course**

Guidelines & Form

Ringling College of Art and Design  
2700 North Tamiami Trail  
Sarasota, FL 34234  
[www.Ringling.edu](http://www.Ringling.edu)

ELECTIVE INTERNSHIP CREDIT

## GUIDELINES FOR THE ELECTIVE INTERNSHIP COURSE

An internship is a career-related work experience that enhances a student's academic training. Students at Ringling College of Art and Design have the option of completing an internship for elective credit if they meet the eligibility guidelines. The experience must be a minimum of 45 hours to receive one credit. A faculty advisor will determine the final internship grade of "credit/no credit."

Internships are subject to the same institutional policies as those of other courses including withdrawal without penalty deadlines.

### Student Qualification Criteria

Students must pre-qualify to enroll in INTE 301 Internship.

- The student must have completed their sophomore year or its equivalent;
- Have a minimum of a 3.00 GPA, confirmed by the Registrar's Office, any exception to this requirement must be approved by the appropriate department head or faculty designee;
- Have an excellent attendance record;
- Have demonstrated willingness to receive instruction and constructive criticism;
- Have an ability to follow through without constant supervision;
- Have demonstrated dependability, responsibility, and helpfulness

### Changes In Requirements

Changes in the requirements may occur during the academic year, so always check with your faculty advisor or department head well in advance of pursuing an internship.

### Registration Deadlines

In order to earn credit, the Internship Agreement form must be completed and submitted prior to registering for the internship. Students registering for a summer internship must have all paperwork completed and submitted to the Registrar before June 1. Academic projects agreed upon by the student and faculty advisor must be submitted to the faculty advisor before the internship semester ends.

### Course Description

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#### **INTE 301 Internship Experience | Credits 1-12**

Experience professional practice and build qualifications for entry-level jobs. Explore career interests while applying knowledge and skills learned in the classroom in a work setting. Documentation of performed work and oral presentation required. Flexibility of credit hours offered based on the expectations of time spent on task. Prerequisite(s): Approval of Department Head or Designee, AVPAA/Dean of Undergraduate Studies and Registrar required; 3.0 GPA. Grading: Credit/No Credit.

## The Process for Arranging for an Internship

Internships must be arranged before the beginning of the semester. The student must:

1. Check with the academic advisor in the Registrar's office to insure that all graduation requirements are being fulfilled and that the GPA requirement is being met.

Because internships are subject to variables beyond anyone's control it is most strongly recommended that students NOT engage in an internship if: a) the internship course is needed to complete the minimum number of hours needed for graduation, or b) the internship course is needed for the student to qualify for full-time status and financial aid, or c) the internship is part of a schedule that includes an overload.

2. Independently select an internship site and acquire approval of the site internship supervisor and your major's Department Head or faculty designee.

3. In conjunction with the site supervisor, determine work hours and complete the learning objectives, intern's responsibilities, and tangible evidence of learning sections of the internship agreement.

4. Arrange an appointment with your Department Head or faculty designee for final approval.

5. Submit all completed forms to the Registrar's office at or before the deadline. It is the student's responsibility to make sure all of the forms are signed.

Please Note: It is recommended that internship students are paid fair commission for their work by the internship site. Although unpaid internships are permitted, it is the responsibility of the student to negotiate wages. *The receipt of academic credit in addition to wages (or other compensation) for an internship does not represent a conflict of interest.*

### Key Procedures regarding credit:

The following procedures and must be completed to receive credit for an internship.

#### Procedure

Pre-qualify  
Secure a site for internship experience  
Secure internship site approval  
Standardized forms  
Site supervision  
Evaluation

#### Responsibility

Student, Registrar's Office, Dept. Head  
Student  
Faculty Designee OR Department Head  
Student to deliver all necessary copies  
Site Supervisor  
Faculty Designee or Dept. Head and Site Supervisor

#### International Students

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.

You must apply in person. Please see the Director of International Student Affairs for detailed instructions.

#### Contact Information:

Amy Pettengill  
Director of International Student Affairs  
International Student Services  
941-893-2051  
apetteng@ringling.edu

Students engaged in internships will have a faculty advisor or department head who assists in the formulation and approve the academic component of the internship. The faculty advisor with the site supervisor also evaluates the academic component on a Pass/Fail basis. Credit for successful summer internships is awarded at the conclusion of the Fall semester. Students who do not return to Ringling College after a summer internship will not receive credit. Credit for Fall or Spring semester internships will be awarded at the end of the semester.

Internships must be conducted on site under the direction of a full-time, experienced professional. The intent is that the professional provides on-going guidance and education throughout the internship. Freelance jobs or work done from home or other off-site locations do not qualify as an internship nor do other situations without a professional site supervisor. Discuss your internship selection with the faculty advisor or department head well in advance of the beginning of the internship.

For internships conducted locally during the academic year, all documents must be completed, signed and on record in the registrar's office by the "drop/add" deadline. If your documents are not complete by the "drop/add" deadline, you must go to the Registrar's office on the "drop/add" deadline day and register for an alternate elective in order to obtain credit. For summer internships, all documents must be completed and signed, and on record with the Registrar before the June 1 deadline.

## **BEFORE YOU BEGIN YOUR INTERNSHIP**

### **Sexual Harassment Training**

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

<https://learn.ue.org/KF4LV889764/RinglingEmployees>

### **Disability Accommodations**

Ringling College of Art and Design makes reasonable accommodations for qualified people with documented disabilities. If you have a documented disability that may have some impact on your internship and for which you may need reasonable accommodations, please schedule an appointment with Student Access Services before you begin your internship so that appropriate adjustments can be made with your internship supervisor.

### **Contact Information:**

Clair Willrich, MEd.

Student Access Coordinator

Student Access Services/ Room 220, Alfred R. Goldstein Library

941-359-0413

[cwillric@ringling.edu](mailto:cwillric@ringling.edu)



## INTERNSHIP AGREEMENT FORM FOR INTE 301

This form must be filled out completely by all parties listed at the end of this document (before registering for 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, the internship is completed and the Faculty Advisor gives a passing grade, academic credit will be awarded. It is the student's responsibility that all forms are completed and copies are delivered to the internship advisor, and the Office of the Registrar.

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Student Name

Phone

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Student ID Number

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Local address

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Address during internship

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Faculty Advisor or Department Head

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Internship host site (company)

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Internship Supervisor

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Site Address

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Supervisor phone

Supervisor email

### Ringling Contacts:

Mr. Justin Selph, Registrar  
jselph@ringling.edu  
941-359-7531

Jeff Schwartz, AVPAA/Dean of Undergraduate Studies  
Academic Affairs  
Ringling College of Art and Design  
2700 North Tamiami Trail  
Sarasota, FL 34234-5895  
Office: 941-359-7502

# INTERNSHIP AGREEMENT FORM FOR INTE 301

## Learning Objectives

- Create innovative solutions that effectively address client needs
  - Convey creative concepts using effective visual communication techniques
  - Demonstrate a professional demeanor and attitude
  - Other Learning Objectives: (optional) (*Students should work with their department head or faculty advisor to determine.*)
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## Intern's Responsibilities

- Assume responsibilities as assigned and follow through on deadlines
- Organize work flow, interpret and act upon supervisor's instructions
- Document the internship experience for presentation.

Additional Responsibilities: (optional)

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## Tangible Evidence of Learning

- Documentation of internship experience
- Presentation of internship experience and results in a forum open to the department and school (any work completed that is under non-disclosure will not be shown in the presentation)

Other Evidence of Learning: (optional)

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REQUIRED PAGE: 2 of 3

## INTERNSHIP AGREEMENT FORM FOR INTE 301

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Beginning date

Ending date

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Internship site weekly schedule (days/week and hours/week)

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Circle Semester: Fall Spring Summer

Academic Schedule (courses/days/hours)

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Internship course number

Academic credit

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Special provisions

This agreement is entered into between Ringling College of Art and Design, the host Employer and the involved Student for 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 of-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.

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Student signature

Date

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Internship On-Site Supervisor

Date

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Department Head/Faculty Designee

Date

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AVPAA/Dean of Undergraduate Studies

Date

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Assistant Registrar/Senior Advisor

Date

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

REQUIRED PAGE: 3 of 3



## INTERNSHIP AGREEMENT FORM FOR INTE 301

### SUPERVISOR EVALUATION

Student Intern's Name: \_\_\_\_\_

Evaluation by: \_\_\_\_\_

Internship Host Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Telephone	Email
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Dates of Internship: \_\_\_\_\_

Was the Intern punctual? \_\_\_\_\_

How many scheduled workdays did the Intern miss? \_\_\_\_\_

Were the Learning Objectives applicable to the Intern's responsibilities? Why or why not? \_\_\_\_\_

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

Please evaluate the intern with respect to the following:

Attributes	Needs Improvement	Average	Above Average	Excellent
Attitude				
Focus				
Acceptance of new ideas				
Ability to take instruction				
Listening Ability				

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:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Dean of Undergraduate Studies, Academic Affairs, Ringling College of Art and Design  
2700 North Tamiami Trail, Sarasota, FL 34234. Fax: 941-359-7669 Email: [dou@ringling.edu](mailto:dou@ringling.edu) (Subject line: Internship)

Thank you very much for your assistance and cooperation.