

Photography and Digital Imaging Department

PH 475 PDI Internship

Deadlines to submit Internship paperwork:

Summer Internship Submission Deadline: Last day of Spring Semester

Fall Internship Submission Deadline: Last day of Fall Semester Add/Drop Week

PH 477 PDI Professional Project

Handbook & Guidelines

Ringling College of Art and Design
2700 North Tamiami Trail, Sarasota, FL 34234
Tel 941-351-5100
Fax 941 359-6115 (Advising, Records & Registration Services)

PDI Internship (PH 475) / Professional Project (PH 477)

Seniors majoring in the Photography and Digital Imaging Department are to register for PH 475 PDI Internship or PH 477 Professional Project. Each course carries 3-credits and is presently listed in the PDI curriculum as a fall semester course requirement.

Students can elect to take their internship or professional project option during the summer between the junior and senior years provided all criteria are met and with approval from the faculty advisor and the registrar. Summer internships are encouraged. Students who successfully complete their projects during the summer will receive credit in the fall semester of the senior year. Students electing to work extensive hours during the summer will do so for the value of the experience. Three credits is the maximum we can give for this course regardless of the number of hours worked. The PDI department strongly recommends that the student negotiates a fair payment for the internship with their employer.

If students cannot arrange for the internship or project during the summer or want to change from one to another, they can do so during the fall drop/add week with approval from the faculty advisor and the department head and the registrar.

PH 475 PDI Internship

An internship is a career-related work experience that enhances a student's academic training and provides a real world introduction to the student's chosen academic major. Students will work with a faculty advisor and/or the department head in all phases of planning for the internship from an initial written proposal outlining learning objectives and goals, through to receiving site approval, working with the site supervisor and obtaining the final evaluation of the student's performance by the site supervisor and the faculty advisor. The grade for the internship will be on a pass/fail basis. With approval from the faculty advisor/department head, students may choose to complete the internship during the summer break or during the fall semester. The pass/fail grade will be assigned during the fall semester.

PH 477 PDI Professional Project

The professional project is an option for PDI students who do not elect the internship and is intended to encourage our students to interact and document the diversity of people, places and organizations in the local community. This type of project could also be done as a collaborative effort between several students. Free-lance jobs do not qualify for this option. The professional project needs a written proposal and approval by the faculty advisor. Students electing the professional project option will be graded using the College's approved grading system. Once the project is approved, there will be additional forms the College requires that need to be signed by the student, and faculty supervisor.

PH 475 PDI Internship Requirements

Qualification Criteria:

Students must pre-qualify to enroll in PH 475 PDI Internship. Those students who do not qualify will be required to enroll in PDI 477 PDI Professional Project to satisfy degree requirements for the BFA in Photography and Digital Imaging.

- the student must be a rising senior;
- have a minimum of a 3.00 GPA, confirmed by the Registrar's Office, any exception to this requirement must be approved by the department head of PDI;
- have approval of the International Student Advisor (if applicable);
- 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.

Policies and Procedures to Obtain 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
Pre-qualify for PH 475	Student, Registrar's Office, Dept. Head
Secure an intern site	Student
Secure internship site approval	Student, Faculty Advisor/Dept. Head
Complete internship agreement form with all required signatures	Student
Site Supervision	Employer
Final Evaluation	Employer/Faculty Advisor or Dept. Head

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Summer Internship Submission Deadline: Last day of Spring Semester

Fall Internship Submission Deadline: Last day of Fall Semester Add/Drop Week

The receipt of academic credit in addition to wages for an internship does not represent a conflict of interest.

Students engaged in accredited internships shall have a faculty advisor or department head who assists in the formulation and approves the academic component of the internship. The faculty advisor/department head with the site supervisor also evaluates the academic component on a Pass/Fail basis.

Internships must be conducted on site under the direction of an experienced professional in the art/design/photography fields. The intent is that the professional provides on-going guidance and education throughout the internship. Free-lance jobs do not qualify for an internship nor do other situations without a professional site supervisor.

Students may only participate in one internship for credit.

Your internship documents must be complete and 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 the PH 477 PDI Project class.

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Department of Photography and Digital Imaging

Internship Agreement for PH 475 PDI Internship, 3 credits

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, the internship satisfactorily completed, and the faculty advisor/department head gives a passing grade, academic credit will be awarded.

STUDENT INFORMATION

Name: _____

Local Address: _____

Address during Internship: _____

Phone and Email: _____

INTERNSHIP HOST INFORMATION

Internship Host Site: _____

Internship Supervisor: _____

Site Address: _____

Site Phone: _____ Fax: _____ Email: _____

Beginning Date: _____ Ending Date: _____

STUDENT'S LEARNING OBJECTIVES

INTERN'S RESPONSIBILITIES

TANGIBLE EVIDENCE OF LEARNING

documentation of internship experience

This agreement is entered into between Ringling College of Art and Design, the host Employer and the involved 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/Faculty Advisor date

Assistant Registrar/Senior Advisor 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.

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**PHOTOGRAPHY AND DIGITAL IMAGING INTERNSHIP
EMPLOYER EVALUATION**

Student Intern's Name: _____

Evaluation by: _____

Internship Host Site: _____

Address _____

City _____ State _____ Telephone _____ Email _____

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:

Employer's Signature: _____ **Date:** _____

Please return this form to: Department Head, Department of Photography and Digital Imaging, Ringling College of Art and Design, 2700 North Tamiami Trail, Sarasota, Fl 34234. Fax: 941-359-7669

Thank you very much for your assistance and cooperation

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Department of Photography and Digital Imaging

PH 477 Professional Project Requirements, 3 credits

PH 477 PDI Professional Project

The professional project is an option for PDI students who do not elect the internship. Students are to interact and document the diversity of people, places and organizations in the local community. This type of project may be done as a collaborative effort between several students. Free-lance jobs do not qualify for this option. The professional project requires a written proposal and approval by the faculty advisor. Students electing the professional project option will be graded using the College's approved grading system.

The following form is to be completed and signed by the student, and faculty supervisor.

STUDENT INFORMATION

Name: _____

Local Address: _____

Address during Project: _____

Phone and Email: _____

Additional students collaborating on this project:

Student Name: _____

Student Name: _____

Faculty Supervisor: _____

PROJECT PROPOSAL

Project Title: _____

Beginning Date of Project: _____ End Date of Project: _____

Project Objectives:

Student's Responsibilities in completing the objectives:

Student #2's Responsibilities:

Student #3's Responsibilities:

Tangible evidence of completing the objectives:

(documentation required)

PROJECT PROPOSAL SUBMITTED BY:

Student signature

date

PROJECT PROPOSAL APPROVED BY:

Faculty Supervisor signature

date

Students must register for PH 477 Professional Project by the "drop/add" deadline for the Fall semester. This Project Proposal must be completed and signed by the Faculty Supervisor by the Fall semester's "drop/add" deadline. Professional Projects must be completed and graded by the end of the Fall semester.