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.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-qualify for PH 475</td>
<td>Student, Registrar’s Office, Dept. Head</td>
</tr>
<tr>
<td>Secure an intern site</td>
<td>Student</td>
</tr>
<tr>
<td>Secure internship site approval</td>
<td>Student, Faculty Advisor/Dept. Head</td>
</tr>
<tr>
<td>Complete internship agreement form with all required signatures</td>
<td>Student</td>
</tr>
<tr>
<td>Site Supervision</td>
<td>Employer</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>Employer/Faculty Advisor or Dept. Head</td>
</tr>
</tbody>
</table>

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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.
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

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.
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:

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Focus</td>
<td></td>
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<td>Acceptance of new ideas</td>
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<tr>
<td>Ability to take instruction</td>
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<tr>
<td>Listening Ability</td>
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</tbody>
</table>

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

RINGLING COLLEGE OF ART AND DESIGN
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PH 477 PDI Professional Project

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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.