



**Ringling College
of Art + Design**

PHOT 475/477

Photography and Imaging Internship Course
Guidelines & Form

Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, FL 34234
www.Ringling.edu

INTERNSHIP GUIDELINES FOR THE PHOTOGRAPHY & IMAGING DEPARTMENT

An internship is a career-related work experience that enhances a student's academic. The Photography & Imaging Department has guidelines regarding student eligibility for participation in internships. A faculty advisor will determine the final internship grade of "pass/fail."

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 PHOT 475 Internship. Those students who do not qualify will be required to enroll in PHOT 477 Professional Project to satisfy degree requirements for the BFA in Photography & 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 Photography & Imaging;
- 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 the Photography & Imaging 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 Descriptions

PHOT 475 Internship | Credits 3.00

Experience professional practice; build qualifications for entry-level jobs. Eligible students enter into an agreement between the intern and site supervisor, to be negotiated by the intern with extensive input from the Faculty Advisor, Registrar, and AVPAA/Dean of Undergraduate Studies. Documentation of performed work and oral presentation required. Prerequisite(s): PHOT 374; 3.0 GPA. Grading: Credit/No Credit.

PHOT 477 Professional Project | Credits 3.00

Students may elect to do a professional project instead of an internship. Prerequisite(s): None.

The Process for Arranging for an Internship or Professional Project

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

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 the Photography & Imaging 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.

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. The Photography & Imaging Department strongly recommends that the student negotiate a fair payment for the internship with their supervisor. The receipt of academic credit in addition to wages (or other compensation for an internship does not represent a conflict of interest.

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.

Information about PHOT 475 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.

Information about PHOT 477 Professional Project

The professional project is an option for 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. Freelance 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.

Key Policies Regarding Internship Credit:

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

Procedure

Pre-qualify for PHOT 475
Secure an intern site
Secure internship site approval
Complete Standardized forms
Site Supervision
Final Evaluation

Responsibility

Student, Registrar's Office, Dept. Head
Student
Student, Faculty Advisor/Dept. Head
Student to deliver all necessary copies
Site Supervisor
Site Supervisor/Faculty Advisor or Dept. Head

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

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

Students engaged in internships will have the department head or their designee assist in the formulation and approve 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. Freelance jobs do not qualify for an internship nor do other situations without a professional site supervisor.

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 PHOT 477 Professional Project class.

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

Photography & Imaging Department

Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, Florida 34234
phone. 941.351.5100
fax. 941.359.6115



INTERNSHIP FORM FOR THE PHOTOGRAPHY & IMAGING DEPARTMENT

Internship Agreement for PHOT 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 is satisfactorily completed, and the faculty advisor/department head 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.

Student Name Phone

Student ID Number

Local address

Address during internship

Faculty Advisor or Department Head

Internship host site (company)

Internship Supervisor

Site Address

Supervisor phone Supervisor email

Ringling Contacts:

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

Mr. Tom Carabasi, Department Head of Photography & Imaging
tcarabas@ringling.edu
Office: 941-359-7607

**Photography and Imaging
Department**
Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, Florida 34234
phone: 941-351-5100
fax: 941-359-6115



INTERNSHIP FORM FOR THE PHOTOGRAPHY & IMAGING DEPARTMENT

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.)*

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)

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)

INTERNSHIP FORM FOR THE PHOTOGRAPHY & IMAGING DEPARTMENT

Beginning date

Ending date

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

Fall & Spring internships only, academic schedule (courses/days/hours)

Internship course number

Academic credit

Special provisions

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 Designee

Date

AVPAA/Dean of Undergraduate Studies

Date

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.

Photography and Imaging

Department

Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, Florida 34234
phone: 941-351-5100
fax: 941-359-6115



**Ringling College
of Art + Design**

INTERNSHIP FORM FOR THE PHOTOGRAPHY & IMAGING DEPARTMENT

SUPERVISOR 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:

Supervisor's Signature: _____ Date: _____

Please return this form to: Department Head, Photography and 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.

**Photography and Imaging
Department**

Ringling College of Art and Design
2700 North Tamiami Trail
Sarasota, Florida 34234
phone: 941-351-5100
fax: 941-359-6115



**Ringling College
of Art + Design**

PHOT 477 Professional Project Requirements, 3 credits

PHOT 477 PDI Professional Project

The professional project is an option for 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. Freelance 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(s) 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 PHOT 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.