

## INTERNSHIP COURSE ELIGIBILITY & POLICIES

This course is designed to help increase and develop practical knowledge while applying classroom theory to real-world problems. A portion of the course requirements are on-site work hours and the remaining are writing and presenting to facilitate your learning. This class is restricted to approved internships only.

### APPLICATION PROCESS

You must complete and submit your Internship Course Application before starting your internship and no later than the Friday before classes begin in the semester in which the internship will occur. If your internship is not yet approved, your employer will need to complete an Employer/Student Agreement before your Internship Course Application can be processed. Internships that do not clearly relate to a student's area of study are referred to the Program Chair. After you submit your Internship Course Application, you will receive an email detailing your application status and next steps. Approved applicants are then added to the course.

Please submit to the Office of Career Services:

- This Internship Course Application
- The Employer/Student Agreement Form, if not already completed by your employer and approved by Career Services (Not sure if your internship is approved? Just ask us!) - *this form is available from the "I am a Student" section of [www.ccad.edu](http://www.ccad.edu)*
- If applicable, a letter of approving use of Curricular Practical Training (CPT) from the CCAD International Student Advisor (*international students only*)

### INTERNSHIP REQUIREMENTS FOR APPROVAL

- The internship experience spans the duration of a full semester (Fall/Spring: 16 weeks; Summer: 8 weeks).
- The internship includes at least 240 on-site work hours completed during the semester.
- "Virtual" experience may be approved on a case-by-case basis and may require approval from your program chair.
- The work is directly related to the student's major area of study.
- There is a supervisor to guide the student throughout the entire internship.
- The supervisor is an industry professional within the student's major area of study or has comparable experience.
- The supervisor and student outline and define learning objectives to complete within the internship.
- The supervisor agrees to and completes an end-term evaluation on the student.

### STUDENT ELIGIBILITY & POLICIES

- The student agrees to complete all coursework and maintain at least a 2.0 GPA.
- The student agrees to represent CCAD professionally and behave ethically.
- The student agrees to request supervisor feedback and a formal evaluation prior to the due date, regardless of the internship end date.
- The student agrees to pay for tuition for each internship credit. (If enrolled in the internship course during a term of less than full-time enrollment, tuition is charged on a per-credit basis; additional charges are incurred for each credit hour above 18 credits.)
- An intern may be terminated at any time. If asked to leave a position, the student agrees to do so with in a calm, professional manner and inform the internship course instructor and Career Services within 3 business days.
- Internship start/end dates may not align with academic semesters. If an internship begins before semester midterm, students may enroll that semester by applying and receiving approval prior to that semester's add deadline; after the semester midterm, students may enroll the following semester by applying and receiving approval prior to starting the internship.

### INTERNSHIP COURSE 4851

Internship 4851 is a pass/not pass course. Students must complete all requirements and earn at least 75% to pass. The syllabus, assignments, and deadlines are posted on GoStudio. Coursework includes:

- Work for a minimum of 240 hours over 8-16 weeks under the supervision of a professional in the industry.
- Construct 5+ learning objectives for your experience and detail how you plan to achieve them.
- Complete biweekly reflection journals.
- Complete the internship seminar: final paper and presentation.
- Write a 4-6 page position paper.
- Complete the final self-evaluation and have your supervisor evaluate you.

I have received, understand, and will abide by the above policies and procedures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Students Printed Name \_\_\_\_\_

# INTERNSHIP COURSE APPLICATION

## STUDENT INFORMATION

Full Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

CCAD Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Student Status  Full-time  Part-time

Credit hours this semester before Internship Course: \_\_\_\_\_

Term Credit Requested  Fall  Spring  Summer

Class Rank:  Sophomore  Junior  Senior

Are you a citizen or permanent resident of the United States?  Yes  No

*If no, an approval letter from CCAD's International Student Advisor must be attached to this application.*

Expected Graduation Date \_\_\_\_\_

Have you met with your advisor about how the internship course impacts your academic plan?  Yes  No

## INTERNSHIP INFORMATION

Intern's Title \_\_\_\_\_ Compensation \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Hours Per Week \_\_\_\_\_ Total Number of Hours Intern Will Complete \_\_\_\_\_

Organization's Name \_\_\_\_\_ Website \_\_\_\_\_

Address (city, state, zip) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Supervisor's Email \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

Is this internship approved with CCAD Career Services?  Yes  No

*If no, please complete the "Employer/Student Agreement Form" available under the "I am a Student" page on www.ccad.edu*

## STATEMENT OF AGREEMENT

I understand and agree to abide by the Application Process, Internship Requirements for Approval, Student Eligibility & Policies.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Supervisor's Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Dean's Signature (if needed) \_\_\_\_\_ Date \_\_\_\_\_

Students may not exceed 18.0 credit hours without Dean's written approval. Additional tuition charges are incurred for each credit hour above the 18 credit hour limit.

### DO NOT WRITE BELOW - OFFICE USE ONLY

#### Registrar Information:

Approved for Registration:  Yes  No

Date Received: \_\_\_\_\_

SEMESTER:  Fall  Spring  Summer

YEAR:  2017  2018  2019

Date Sent for Registration: \_\_\_\_\_

CREDITS:  3  Other: \_\_\_\_\_

Assistant/Director of Career Services Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

#### Course:

- ADVE4851
- ANIM4607
- ARTH4851
- CINE4900
- CORE4851
- FASH4666
- FINE4851
- IDUS4851
- ILLU4851
- PHOT4851