CAREER SERVICES

INTERNSHIP EMPLOYER/STUDENT AGREEMENT

By submitting this application, you are requesting for your internship position to be included in an ongoing list of approved, credit-eligible internship opportunities for CCAD students. (Please complete a separate application for each available position. However, it is no longer required that you complete a new application each time a student interns for academic credit.). If you have questions, please contact Career Services at careers@ccad.edu or 614.222.4045.

For reference, the following are CCAD's requirements for a student to earn credit:
• The internship experience spans the duration of a full semester (12–16 weeks).
• The internship includes at least 240 on-site work hours completed during the semester. No "virtual" experiences.
  (Average of 15 hours per week during the academic year, 20 hours per week during the summer).
• 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.
• 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.

Date: ____/____/____

EMPLOYER INFORMATION

Employer Name*_____
Provide the name of the company, organization, or individual hiring the intern.

Employer Description_____
_____
_____
_____
Provide details on the industry most closely related to the company, as well as the company's culture.
(This enables students applying for internships to determine whether a company is a good fit.)

Employer Address_____
If your company has multiple locations, please provide only those that relate to the internship described on this form.

Employer Website*
http:// _____

Hiring Contact*_____
Provide the name of the person who will be the first point of contact regarding internships with your company.

Hiring Contact Information*
Phone:_____Email:_____

INTERNSHIP POSITION INFORMATION

Intern Title* [Please fill out a separate form for each available position.]_____
What is the position title for the intern while with your company?

Intern Position Description*
What will the intern do with your company? What are the duties of the position? _____
_____
_____

Intern Supervision* [CCAD interns must be directly supervised by an expert in their field of study.]
Provide details on the person to whom the intern will report for supervision while with your company, including name,
position title, and qualifications/experience in the industry._____
_____
_____

Intern Learning Objectives*
What skills, knowledge, and understanding will the intern gain from doing such tasks? Please list at least five.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Intern Requirements
Which professional skills and qualifications do you require interns to have in consideration for the internship?
Include equipment and software programs._____
_____
_____

Intern Qualifications & Fit
What qualities, attributes, or characteristics in an intern would make for an ideal fit with your company and why?

_____
_____

Intern Majors*
With which of the following CCAD majors does this internship position best align? Please check all that apply.

☐ **Advertising & Graphic Design**
[Making messages that matter, students use verbal, visual, motion, and online media to research, design, and market; knowledge includes Adobe Illustrator, InDesign; logos, branding, copywriting]

☐ **Animation**
[2D, 3D, experimental, and motion graphics; program knowledge includes Storyboard Pro, ToonBoom, Harmony, Aftereffects, Sketchup, Maya, Zbrush; Adobe Flash, Illustrator, Photoshop]

☐ **Film and Video**
[Skilled in every step of the filmmaking process—storyboarding, production design, producing, directing, cinematography, sound design, editing, and other post-production disciplines. Cinematic Arts related production software includes Storyboard Pro, Movie Magic Scheduling, Movie Magic Budgeting, Premiere Pro, Final Cut Pro, Soundtrack Pro, After Effects, and Photoshop.]

☐ **Fashion Design**
[Fundamental design concepts and technical skills in order to be innovative; trend setters with a global perspective of the fashion design industry; knowledge includes Adobe Illustrator, sewing, draping, patternmaking, etc.]

☐ **Fine Arts**
[An array of skills in ceramics, drawing, glassblowing, painting, printmaking, jewelry, and sculpture; knowledge includes Adobe Illustrator, Photoshop, InDesign]

☐ **Illustration**
[Technical, conceptual, and entrepreneurial skills, works collaboratively with other fields; knowledge includes Illustrator, InDesign, Photoshop, Zbrush, Storyboard Pro; editorial illustration, graphic novels, concept art, toy design, etc.]

☐ **Industrial Design**
[Research, analyze, empathize, define, conceptualize, model, validate, and address complex design issues in a global market; knowledge includes qualitative and quantitative research, sketching, Solidworks (CAD), prototyping (3D printing, laser cutter, CNC,etc.); consumer & industrial products, furniture, soft goods (shoes, bags, etc.), toys, packaging, displays, exhibits.]

☐ **Interior Design**
[Hand sketching, computer modeling, and communication in order to implement interiors for major architectural, hospitality, and retail firms; knowledge includes Auto CAD]

☐ **Photography**
[Versed in commercial and fine art photography practices, skills including digital and traditional photographic tools, problem solving and teamwork; knowledge in lighting, retouch, camera work, Adobe Creative Suite, and Capture One]

INTERNSHIP LOGISTICS

Time of Year*
When are you able to employ interns? Please check all that apply.
Note: These timeframes align with CCAD semesters, but it is understood that opportunities with employers vary. If an internship begins before a semester's midterm, students may enroll that semester by applying and receiving approval prior to that semester's "add" deadline; after the semester's midterm, students may enroll the following semester by applying and receiving approval prior to starting the internship.

☐ Fall (mid-August to early December); what is the deadline to apply for this term: _____

☐ Spring (mid-January to early May); what is the deadline to apply for this term: _____

☐ Summer (mid-May to early August); what is the deadline to apply for this term: _____

Duration* _____
How many weeks at a time are interns employed?

Hours per Week* _____
Within those weeks, approximately how many hours per week will the intern work?

Rate of Pay* _____
How will the intern be compensated for their contribution to your company?

Application Information*
Please provide details on your application procedure. _____

_____

_____

By submitting this application, you agree to the following:

The information provided here will be retained by CCAD and posted on Career Services' approved internship opportunity list if it meets the requirements for credit. You will be asked to verify existing information each time a future student applies for CCAD academic credit for your internship.