

## INTERNSHIP

## APPLICATION REFERENCE GUIDE

This document summarizes the internship steps the semester prior to registering for an internship and the semester of the internship to assist students with completing the proper forms in the appropriate time period. The Internship Agreement [ IA ] and Course Waiver forms are located in the Department of Art office and the remaining forms are posted on the Department of Art website under the current students link. [ <http://www.yosu.edu/art/internships> ]

**POLICIES:**

An internship is completed in an area of a student's studio concentration. One to six credits may be earned for a single internship experience with no more than a total of six credits earned over the student's tenure at Youngstown State University.

**REQUIREMENTS**

Internships are available to juniors or seniors who earned a **minimum of 60 credits** and have a **cumulative GPA of 3.0 or higher**. Certain area concentrations, such as Photography and Graphic + Interactive Design require students to have successfully completed the junior portfolio prerequisite.

**SEMESTER PRIOR TO REGISTERING FOR AN INTERNSHIP**

1. Complete the internship eligibility application. [ IEA ]
2. Schedule a meeting with your academic advisor the semester prior to registering for an internship and bring the completed IEA form to the appointment.
3. If the IEA application is approved, select a Faculty Internship Supervisor within your area of study.
4. Schedule appointment with **Diane Hritz** in Career Services (330.941.3515 or [ddhritz@ysu.edu](mailto:ddhritz@ysu.edu)) for internship application assistance and requests to review preparation presentations.
5. Develop a cover letter, resume and sample portfolio pieces [application materials] appropriate for your career interests.
6. Schedule an appointment with your Faculty Internship Supervisor to review the Internship Policies and Procedures [ IPP ] and your application materials. After application material approval, create a student PenguinLINK account and upload your application materials. Visit: <http://web.yosu.edu/careerservices> and review the sections for creating a student account, uploading materials and searching database in the *Job Finders Handbook*.
7. Begin searching for internship host sites via the PenguinLINK database and other internship search engines. [ Note: If an internship has been identified outside of the PenguinLINK database, the host site must submit an internship position application via the PenguinLINK. ]
8. After selecting a *minimum of three* potential internship host sites of interest, contact each host site and ask about the position, compensation, hours and job requirements. [ Note: All internship positions must be paid excluding not-for profit organizations.]
9. Schedule a meeting with your Faculty Internship Supervisor to review the positions of interest.
10. Schedule a meeting with your internship host site supervisor and complete the following forms:
  - A. Internship Agreement [ IA ]
  - B. Internship Goals, Requirements & Time Schedule [ IGRTS ][ Note: fill in the student information prior to the appointment.]
11. Schedule an appointment with your Faculty Internship Supervisor and submit the forms in step 10 and the following:
  - A. Waiver of Liability Form [ WL ]
  - B. Department of Art Course Waiver Form (select special approval)
  - C. Completed Internship Agreement [ IA ]
  - D. Completed Internship Goals, Requirements & Time Schedule [ IGRTS ]
12. Register for your internship

**SEMESTER OF INTERNSHIP**

1. Keep a detailed log of your internship hours
2. Request examples of all projects that you assisted with creating.
3. Submit the Employer Internship Evaluation [ EIE ] form to your site supervisor three weeks prior to semester ending. The evaluation must be received by the faculty internship supervisor two weeks prior to the semester ending.
4. Complete the Student Internship Evaluation [ SIE ] form two weeks prior to the semester ending and submit to your faculty internship supervisor.