

INTERNSHIP POLICIES & PROCEDURES

The Department of Art at Youngstown State University coordinates internships for students as an opportunity to correlate formal education and learning in an academic area with field experience.

This document summarizes the internship requirements, procedures, and expectations of the Department of Art in regards to the internship course. Instructions and forms for students are included in this document and it summarizes the general expectations of the entities involved and serves as a guide to ensure that internship expectations are met.

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.

REGISTRATION

Students registering for an internship are required to complete the internship eligibility form [Appendix IE] the semester prior to initiating the internship application process.

Students will review the completed eligibility form with their academic faculty advisor during the academic advising period the semester prior to registering for an internship. If student meets all prerequisite requirements above, the student will schedule an appointment with their selected Department of Art Faculty Internship Supervisor.

Note: University Internship Registration Policy: Internship Student Contract and the Internship Agreement paperwork must be submitted to the faculty member supervising the internship no later than the week prior to the first week of the semester.

SELECTING AN INTERNSHIP

An internship may be initiated by a student, faculty member, or an employer. Students must begin the search for an internship via the Internet by creating a profile on PenguinLINK located on the Career Services website.

If an internship is identified outside of PenguinLINK, the host site must complete a position posting request under the employers link at http://web.yzu.edu/career_services.

APPLICATION REQUIREMENTS:

Prior to the internship application process, students are required to develop a cover letter and resume with the support of Career Services and the Writing Center. Additionally, graphic + interactive design students are required to develop an application PDF containing a cover page, cover letter, resume and 5 - 7 sample portfolio pieces appropriate for the positions of interest. The application material will be posted to the Career Center database for prospective host sites to review.

1. Review the Internship Application Guide / Appendix [IARG]
2. Complete the Internship Eligibility Application Appendix / [IEA]
3. Complete the Internship Agreement / Appendix [IA] located in the Department of Art Office
4. Complete the Waiver of Liability / Appendix [WL]
5. Complete the Department of Art Course Waiver Form (select special approval)

CREDIT HOUR REQUIREMENTS

While students receive a credit grade for the internship, they also receive professional feedback during the internship, an interim, and a final review at the end of the semester that will provide direction for further professional development.

The internship may be taken for three to six credits depending on program curriculum requirements. The breakdown of credit and hours is as follows in table 1.0. Students should be flexible and willing to spend extra hours at the agency studio or organization as needed.

Table 1.0 Credit Hours and Agency Site Hours

SEMESTER HOURS	HOURS/WEEK ON SITE	TOTAL SITE HOURS/SEMESTER
3	09	135
4	12	180
5	15	225
6	18	270

INTERNSHIP POLICIES & PROCEDURES [CONTINUED]

PAID / UNPAID INTERNSHIP

The Department of Art at Youngstown State has made clear guidelines for employment during an internship[s] based on the type of organization. The US Department of Labor states that Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector must be paid at least the minimum wage.

In consultation with the faculty internship coordinator, the faculty internship advisor can grant an exception to the payment requirement for “for-profit” internships. Such exceptions may include, but is not limited to, artistic apprenticeships where the artist cannot afford to pay the intern and the internship is considered a valuable learning experience.

Students engaged in an internship for a not-for-profit are not required to be paid for the internship, which relate to the goals of a not-for-profit organization. Not-for-profits are defined as having no ownership and/or operation characterized by government or community-based boards of trustees who are all volunteers. Board members donate their time and talents to ensure that a not-for-profit’s goals and needs are successful.

STUDENT RESPONSIBILITIES

- Students will contact their Department of Art Faculty Internship Supervisor guiding the internship at least every four weeks, evenly spaced throughout the duration of the internship. This can be conducted via telephone, email, or by appointment. Each intern is required to complete all the requested paperwork and meet the application requirements directly related to his/her internship. An Internship Application Process Outline is provided.
- The Site Supervisor completes an evaluation of your performance at the midpoint and the end of the internship. Specific requirements and deadlines will be discussed at the advising session prior to the start of your internship.
- All expenses incurred during an internship are the responsibility of the student. The internship will be billed at the same tuition rate as any other academic course taken at Youngstown State University.

STUDENT CONDUCT

- Site Supervisors are similar to work supervisors in an employment setting. Students are primarily responsible to the Site Supervisor for job assignments, clocking in and out, and for general guidance. Any problems at the site are to be discussed with the Site Supervisor before any other action is taken.
- Site Supervisors complete evaluations of student work. As is demonstrated by the evaluation form, students are evaluated in many areas and acceptable evaluations are required in order to receive credit.
- Students may be identified to the public as a YSU intern whenever identification is needed. Therefore, you are an example of the professional demeanor presented by the University and the profession itself. It is expected that you will dress and act in accordance with the highest standards of the profession.

FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES

The Department of Art Faculty Internship Supervisor will be a full-time faculty member from the student’s studio concentration area. If a full-time faculty member from the academic area is unavailable to be a supervisor, the department chair may designate another qualified faculty member to serve as the supervisor.

It is the responsibility of the student and the faculty supervisor, in conjunction with the internship site supervisor, to set the parameters of the internship to ensure that all requirements are met and that all parties agree to the terms of the internship contract.

- The Internship Faculty Advisor guiding the intern’s effort will visit the internship site if feasible during the internship. These site visits are for the purpose of discussing the intern’s progress with the Site Supervisor and to observe the intern at work. Site visits need not be announced to the student. If the Faculty Supervisor is not able to perform and document a minimum of two site contacts with the internship site supervisor, contact can be made by telephone and/or e-mail.
- Establishment of a method for evaluation and establish a regular meeting schedule with the student to discuss the internship experience and its relation to the student’s academic major.
- The student will present a process book or journal that documents her/his internship experience to the internship faculty supervisor.
- Grades are assigned on a credit basis for each intern. Acceptable completion of the evaluative components discussed above leads to a passing grade. Unacceptable performance can lead to a failing grade depending upon the level of importance of the area.
- Submit a final grade and documentation of the site contacts via Banner. The grade should be based on the extent of the student’s academic work, experience at the internship site and employer evaluation of the student.

INTERNSHIP POLICIES & PROCEDURES [CONTINUED]

INTERNSHIP HOST SITE SUPERVISOR RESPONSIBILITIES

Internships provide all students with an opportunity to integrate academic studies with the day-to-day operations within a host site. During an internship, students are similar to employees of the agency, studio or organization. They are assigned duties by a site supervisor and are expected to relate to that site supervisor as any employee would. Interns are not actual employees; however, site supervisors do expect some return on their investment in students and do assign work that is beneficial to the host site.

- The primary purpose of the internship is for the student to experience the internal workings of the agency, studio or organization in as many capacities as possible. To facilitate this goal, the site supervisor will attempt to rotate the intern into as many capacities as possible.
- The Site Supervisor completes an evaluation of student performance at the midpoint and the end of the internship. At the conclusion of the internship, the intern should have gained a considerable amount of knowledge regarding the workings of several aspects for their studio concentration study. Internships provide excellent networking opportunities and also provide students with the opportunity to develop professional contacts who can later provide letters of recommendation and at times introductions to potential employers.
- At the conclusion of the internship, the internship site supervisor must submit a signed final hours completed and the Employer Internship Evaluation to the Department of Art Faculty Internship Advisor. The Student Internship Evaluation must also be submitted to the Faculty Advisor; all paperwork will be reviewed by the faculty supervisor at which time documentation of internship site contacts and a grade will be submitted for the internship.
- An employer evaluation of the student intern and a student evaluation of the internship experience are required to be completed at the end of the internship. This is a mandatory part of the internship process. Credit for the internship will not be granted until the student's final hours are documented and the employer evaluation and student evaluations are completed and submitted to the faculty supervisor.
- After completing an internship, students are in an excellent position to evaluate their interest, dedication, and desire to pursue additional activities in their concentration area based on their internship experience. Evaluative information concerning the student's progress on the internship is obtained by the Department of Art Internship Supervisor and is integrated and synthesized with the student's performance. This information will be used to evaluate the host site performance to determine future participation in the Department of Art Internship program.