ART INTERNSHIP CONTRACT

The ART Internship Process

• The student identifies and secures an internship at a business that is approved by the Faculty Internship Coordinator.

• The student, Faculty Internship Coordinator, and business’s Site Supervisor work collaboratively to develop Learning Goals.

• The student, Site Supervisor, and Faculty Internship Coordinator complete and sign the ART Internship Contract.

• The Faculty Internship Coordinator prepares the syllabus.

• The Faculty Internship Coordinator submits the ART Internship Contract and syllabus to School of Art and Design’s main office for administrative approval.

• Upon approval, the paperwork is forwarded and entered into Banner and the student is enrolled.
School of Art and Design
ART INTERNSHIP CONTRACT

This is an agreement between the student enrolled in internship courses at ECU, the agency or business hosting the internship (represented by the Site Supervisor) and the School of Art and Design, East Carolina University (represented by the Faculty Internship Coordinator). The purpose of this agreement is to define the responsibilities of these parties in connection with the student’s internship and to provide an appropriate educational experience for the student.

Student Information
Name __________________________ Date __________________________
Banner ID # __________________________
Concentration __________________________
Email during Internship __________________________
Phone during internship __________________________

Business and Site Supervisor Information
Site Supervisor Name __________________________
Title __________________________
Business __________________________
Address __________________________
Email __________________________ Phone __________________________
Best time to reach __________________________

Faculty Internship Coordinator
Name __________________________
Email __________________________ Phone __________________________

The internship will begin on: __________________________ and end on: __________________________

The student will be enrolled in the following course through the School of Art and Design.

Year of Course __________________________

Semester of Course Fall Spring Summer Session I Summer Session II Single Summer Session

Course Number __________________________ Section Number __________________________ Credits ________ CRN ________ Instructor __________________________

ART
The Student agrees to:

- To report to the Site Supervisor for a total of 140 hours between the start and end dates of the internship.
- Perform the tasks designated by the Site Supervisor, as described in the Learning Goals.
- Perform the academic work described in the Learning Goals, and any other academic work assigned by the Faculty Internship Coordinator.
- Provide the Faculty Internship Coordinator with a written evaluation of the Internship experience.
- Meet the business’s requirements for the internship and follow the personnel policies of the business.
- Maintain regular and prompt attendance.
- Perform duties and responsibilities in a professional and ethical manner.
- Maintain confidentiality concerning any sensitive information encountered in the workplace.
- Participate fully and honestly in the evaluation process.
- Complete course requirements (assignments/tasks) for the internship according to the syllabus.
- That he/she is not made an employee or agent of the business or of ECU by this agreement.

The Business agrees to:

- Assign educationally meaningful tasks to the Student, as described in the Learning Goals, and to oversee and instruct the Student as necessary in the completion of these tasks.
- Define the role of the intern and communicate this role to the intern and co-workers.
- If possible, schedule work activities that allow the intern to gain broad exposure to the professional field as well as to develop proficiency at more narrow tasks.
- Schedule regular supervisory meetings with the intern to enable the student to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to his/her future career plans.
- Provide the student with an orientation to work-site duties, hours, and business expectations. Suggested topics to include: company history, mission, and organization; overview of products and/or services; expected performance standards; office etiquette and attire; work hours; telephone manners; availability of supplies; confidentiality; and process for resolution of ethical dilemmas.
- Promote a safe secure workplace where the student can meet their Learning Goals.
- Have the Site Supervisor confer with the Faculty Internship Coordinator during and after the Internship in connection with the student’s progress.
- Complete a Site Supervisor Evaluation assessing the student’s performance at the end of the semester.
- At the end of the internship, to submit to the Faculty Internship Coordinator a written evaluation of the student’s performance.
- Notify the Faculty Internship Coordinator immediately of any problems or if you have questions or suggestions.

The Faculty Internship Coordinator agrees to:

- Assess the Student’s work based on communication between the Site Supervisor and the Faculty Internship Coordinator, and all written and other work to be submitted by the student as described in the Learning Goals.
- Submit a grade for the student in the internship course(s) that reflects the student’s performance in the internship and any other requirements of the internship course.
- Assess the academic quality of the internship, and to provide the business, upon request, with a written evaluation of the assessment.
- Provide the participating business with a form to evaluate the student.
- Assist the student in identifying ways to use the internship experience in their future plans.
LEARNING GOALS

For the internship, the student, the Faculty Internship Coordinator, and Site Supervisor work collaboratively to establish learning goals, along with tasks to achieve these goals. Three general learning goals for internships are:

• Experiencing professional practice in the specific discipline;
• Learning and understanding ethics and professionalism in the work setting;
• Learning and understanding the policies and culture of a business in the discipline.

To establish learning goals for this internship, begin with these general goals to develop situation-specific goals relevant to the internship, business, and discipline.

LEARNING GOALS

LEARNING GOAL #1

To be met through the following tasks/responsibilities:

a)

LEARNING GOAL #2

To be met through the following tasks/responsibilities:

a)

LEARNING GOAL #3

To be met through the following tasks/responsibilities:

a)
LEARNING GOALS DOCUMENTATION

The student must document how they meet the Learning Goals. Possibilities include but are limited to: a journal, photography and/or videography, samples of work in process and completed, written reports, letters of recommendation, a presentation, a blog, assigned projects, etcetera. Documentation must include a log of the student’s hours, demonstrating that 140 hours of work were completed during the internship. The methods of documentation should be discussed with and defined by the Faculty Internship Coordinator; documentation should not violate any workplace policies.

In the space below, outline expectations (materials to be included, format, due date, etcetera) for the internship learning goals documentation.

Possible topics for final documentation might include:

- Duties and Responsibilities of the position
- Required knowledge, skills, and attributes for the profession
- Salary ranges for the profession
- Career opportunities in the profession
- Overview of the business
- Brief history and mission of the business
- Overview of products and/or services provided by the business
- Organizational chart
- Company policies
- Expected performance and ethical standards
- Description of tasks performed, including procedures and responsibilities
- Tools and technology used
- Relevant disciplinary terminology used
- Summary time and activities log
- Reaction to internship
- Employment and orientation process
- Co-worker relationships
- Supervisor relationships
- Benefits gained through the internship
APPROVAL

My signature below indicates my agreement to the learning goals, responsibilities, and evaluation methods specified in this document.

Student ___________________________ Date ________________

Site Supervisor ______________________ Date ________________

Faculty Internship Coordinator _________ Date ________________

SoAD Director of Assistant Director _______ Date ________________

To be completed by SoAD Main Office

PAPERWORK IS COMPLETE AND FILED

☐ SYLLABUS

Date ________ By ________

COURSE BUILT IN BANNER

Date ________ By ________

STUDENT ENROLLED IN COURSE

Date ________ By ________