



Internships are a great way for you as a student to gain industry experience in your field and have the skills the industry is looking for when you graduate so you can land the job you want. All internships are 3 units and letter-graded.

### ***Student Internship Requirements for Eligibility***

1. Must be of junior or senior standing
2. Must have a 2.5 cumulative GPA
3. Must be available to commit between 10 and 15 hours per week to your internship (At least 150 during for the term)

### ***Student Internship Responsibilities***

1. Once you have secured an internship, you and your supervisor need to fill out the ***Student Internship Contract***. You must also submit a **two-page study plan**. Return both to the internship coordinator by the registration deadline.
2. Register for the 499 Internship course in your designated major once all paperwork is completed. Students must have their official registration form signed by the Internship Coordinator in order to officially register.
3. Must complete a **three-page mid-term paper** that discusses the progress of your internship thus far including what you're learning, if the work is meeting your expectations, what problems you have encountered thus far, if your goals have changed, and what the working environment is like.
4. Must complete a **four-page final paper** that recaps the initial goals and any changes made throughout the trimester, addressing what was learned, what expectations were or were not met and why. This should also be a more comprehensive narrative of your entire experience and the process you went through in your internship. What did you get out of it and how did you grow artistically or academically over the course of the trimester, meaning, where were you then and where are you now?
5. Must complete the student section of the ***Internship Evaluation***, give it to your supervisor, and turn in the finished evaluation to the internship coordinator by the last day of finals.
6. Must complete the ***Student Internship Evaluation*** and turn it in to the internship coordinator, along with your final paper and internship evaluation, by the last day of finals.

**NOTE:** The instructor listed on the class schedule for the internship course will be the one evaluating your work and giving you a final grade. Although there are no formal class meetings for the course, it is recommended that you meet with the instructor weekly to discuss projects, issues, and your experience in general.