

# **Department of Art and Design: Internship Guidelines & Agreement**

## **ART 4909, Internship, 9 credits**

### **Overview**

The Department of Art and Design considers experiential learning an essential part of its educational program. The internship is an important step in preparing students for careers in the visual arts while developing technical and personal skills, fostering self-confidence and professionalism.

The faculty of the Department of Art and Design believes that the internship should encourage learning on many levels.

- Exposure to “real” projects and situations
- Development of technical skills
- Cultivation of organizational and business skills
- Insights so as to identify one’s strengths, weaknesses, and areas of significant contribution
- Clarification of goals and professional growth leading to entry-level career situations

### **Academic Regulations**

The ART 4909 Internship program of the Department of Art and Design at St. John’s University involves the completion of 9 credits. This can be accomplished in the usual Fall or Spring 14-week semester, or in the Summer Sessions, depending on the student’s projected graduation date.

University regulations require that the Graphic Design, Fine Arts, Illustration, or Photography student complete all required studio coursework prior to undertaking the internship. Therefore the student intern should be a soon-to-graduate senior.

The internship is by no means automatic. Students seeking consideration for internship must meet with the approval of the faculty of the Department Art and Design. Grade point average, regular portfolio reviews, and other factors are considered before a student may register for the internship program.

In some circumstances, travel and/or lunch stipends may be provided for the student. These arrangements, however, are solely at the discretion of the sponsoring organization.

### **Other considerations**

During the term of the internship, the student is covered under St. John’s University’s standard student insurance policy against any risks of death or permanent disability and/or medical expenses incurred as a result of any accident, which may occur during the performance of the internship duties. Liability of the sponsoring organization is limited to that which is already carried to cover any visitor on the premises.

The student intern will be assigned a faculty advisor, usually a professional with expertise in the relevant area. The faculty advisor may ask to visit the student on site, at the convenience of the sponsoring organization. The St. John’s University faculty advisor will occasionally contact the intern’s onsite supervisor to discuss progress and/or problems.

### **Performance Standards and Evaluation**

The student intern is required to conduct him/herself professionally at all times. Dress codes of the sponsoring organization are also expected to be adhered to by the student.

The intern will work 16-20 hours per week during the registered semester, and follow the sponsoring organization's work calendar, not the University's academic calendar.

If the student is absent, it is his/her responsibility to notify both their internship supervisor and the Department of Art and Design (718-990-6250).

The on-site intern supervisor is asked to complete a simple evaluation form at the end of the internship semester.

**The student is required to keep a journal, which should include:**

- ✓ Weekly reflections based on the creative, technical, and social aspects of the student's office/studio experience.
- ✓ A record of times and dates worked on site
- ✓ A record of assignments and pertinent details
- ✓ Examples of work: digital files, tear sheets, photos, etc.

Students will be responsible for two presentations of their internship experience based on the criteria outlined in the journal. An informal presentation will be scheduled for on or around mid-semester and a more formal presentation will take place at the end of the semester.

The Department of Art and Design faculty advisor and chairperson will determine the student's final grade in consultation with the on-job supervisor and in consideration of the journal and portfolio.

# ST. JOHN'S UNIVERSITY Department of Art and Design: Internship Agreement

Academic Year: \_\_\_\_\_

Semester: \_\_\_\_\_

## Article 1: Parties

This agreement will form the basis of an internship contract of:

\_\_\_\_\_, a full-time St. John's University student  
hereinafter referred to as the INTERN,

and

\_\_\_\_\_  
(Sponsoring Organization)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
(City, State, Zip)

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

The parties to the agreement are the INTERN, the chairperson of the Department of Art and Design of St. John's University, and

\_\_\_\_\_  
(Name of Supervisor at Sponsoring Organization)

## Article 2: Objectives

The objective of the internship program, as outlined in the accompanying materials, is to provide the St. John's student with practical work experience in his or her chosen area of the visual arts professions.

## Article 3: Regulations

The student must be a student in good standing of the Department of Art and Design. Having completed all studio requirements prior to the internship, he/she must be approved by a committee of the Department of Art and Design faculty before being allowed to register for ART 4909: INTERNSHIP. Since the student intern is receiving 9 academic credits for this experience, no monetary compensation is necessary. The student is committed to working part-time, (16 - 20 hours/week), during the course of the 14-week semester, and complying with any other requirements regular employees are bound by, regarding dress, professional conduct, medical examination, schedules, security, confidentiality, agreements, etc. Any variation or adjustment to these agreements must be communicated in writing to the Chair of the Department of Art and Design of St. John's University. Either party, with the appropriate notification and/or consultation, may terminate the internship.

## Article 4: Evaluation

Toward the end of the internship, the sponsoring organization's INTERN SUPERVISOR will be mailed a short evaluation form, which will be returned to the Department of Art and Design of St. John's University by the specified date, for the purpose of helping in determining grades. Additional comments, anecdotes, and observations on either the intern or the program are encouraged.

## Article 5: Intern Pledge

In accordance with the Mission Statement, goals, and objectives of St. John's University and it's

Department of Art and Design, and its commitment to the highest ethical and professional standards, the INTERN agrees to:

1. Perform the internship commitment to the best of his/her abilities, developing his/her talents, and contributing to the highest degree while serving the goals of the program;
2. Accept responsibility for, and the consequences of his/her actions while participating in the Internship program;
3. Not knowingly do harm;
4. Adhere to all applicable laws, regulations, and policies governing St. John's University, the sponsoring organization, and the State of New York, or that of the jurisdiction wherein the internship is served;
5. Accurately represent the intern's education, skills, and experience;
6. Not intentionally misrepresent or manipulate data relevant to the St. John's University Department of Art and Design Internship Program;
7. Act in good faith in all fiduciary relationships.

Both parties to this agreement understand and agree that St. John's University will not be held accountable for any breach of the standards and regulations outlined herein.

Read and Approved.

\_\_\_\_\_  
Signature of SJU Intern

\_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson  
St. John's University, Department of Art and Design

\_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Type or Print Name

Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

\_\_\_\_\_  
Phone # of Sponsoring Supervisor

\_\_\_\_\_  
E-Mail of Sponsoring Supervisor

**SJU Student Contact Information and Internship Description:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

***Student Intern is responsible for completing this form, obtaining all necessary signatures, and providing copies to all parties.***

**Please describe what type of business your sponsoring organization does:**

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**Please describe or list your internship duties and responsibilities:**

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***After completing and obtaining all required signatures, make 3 copies of this Agreement: 1 for Department files, one for the sponsoring organization, and one for your (student) records.***