

INTERNSHIPS

Internships provide on-the-job experience, college credit and possible opportunities for employment. Juniors and seniors in good academic standing are eligible to receive academic credit for an internship.

Students usually network for their own internship opportunities. They can also consult bulletin boards, CMU Career Services or campus email announcements. Most local arts organizations welcome CMU art students as interns.

- Only one (1) internship will be counted towards graduation requirements. It will be counted as one of the two required "unspecified academic electives."
- In order for the internship to count as a nine-unit course (the maximum permitted), the student must work 120-150 hours at the internship.
- Grading is Pass/Fail only.

INTERNSHIP PROCEDURES

1. **Obtain a site and supervisor.** The student contacts the organization and makes arrangements for the internship.
2. **Internship Agreement Form.** The student must complete this *Internship Agreement* form with a clearly written proposal for the internship and obtain the signature of the Site Supervisor. The student should give the completed form to the Assistant Head of Academic Affairs for processing. Students may not directly register for an internship. After it is processed, the student will receive two copies of the signed form. The student should give one copy to the Site Supervisor.
3. **Supervisor Evaluation.** The Site Supervisor is required to send a final Performance Evaluation to the Assistant Head of Academic Affairs. This evaluation must be received before the last day of the semester in order for a passing grade to appear on the student's grade report.
4. **Summary Report.** The student is required to submit a final Summary Report to the Assistant Head. This report should describe the internship experience in detail. It must be at least three (3) word-processed pages. In order for the grade to appear on the student's semester grade report, the summary must be handed in before the last day of the semester.