



ST. JOHN'S UNIVERSITY

St. John's University

Department of Art and Design: Internship Guidelines & Agreement

ART 4909, Internship, 9 credits

Information for Sponsoring Organizations

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 to identify one’s strengths, weaknesses, and areas of significant contribution
- Clarification of goals and professional growth leading to entry-level career situations

Faculty oversight for ART 4909, Internship

The faculty teaching ART 4909 will review the work produced by the student and will conduct an “check-in” with the internship site during the semester. The St. John’s University faculty advisor may also contact the intern’s on-site supervisor to discuss progress and/or problems.

If you have questions about the program or have issues with the intern, please contact:

Prof. Aaris Sherin email: sherin@stjohns.edu phone: 718-990-6250

Performance Standards and Evaluation.

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

General Expectations:

- The intern will work 16-20 hours per week during the registered 14-week semester, and follow the sponsoring organization’s work calendar, not the University’s academic calendar.
- Students will keep track of their hours in consultation with Faculty teaching ART 4909. Supervisors only need to ensure students have 16-20 hours of work per week.
- If the student is absent, it is their responsibility to notify both their internship supervisor and the professor.

Remote Work:

- Remote work is permitted but must be supervised.
- Interns engaged in remote work are required to meet with supervisors and/or coworkers at least two times per week and communicate using another platform such as Slack.

Information for Students

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. (Exceptions, though rare, may be made for students who may be off track for valid academic reasons. Written approval of the Chair must be obtained.)

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.

Expectations for Students enrolled in ART 4909, Internship

- The student intern is required to conduct themselves professionally at all times.
- Students are required to notify the faculty teaching ART 4909 if there is insufficient work for them to complete their hours and/or if they are not meeting with the supervisor and other employees for the required amount of time each week.
- 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 their responsibility to notify both their internship supervisor and their professor.

Students enrolled in Art 4909 will complete assignments related to the content below:

- Weekly journal assignments
- Keep a log of hours worked
- Assignments related to professional development
- Update resume and cover letter
- Update online portfolio
- Complete 5 job applications per week for 5 weeks
- Create a 5-minute presentation

The faculty teaching ART 4909 will determine the student's final grade in consultation with the on-job supervisor and in consideration of the journal, portfolio and other assignments.

Internship Agreement:

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 their 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, they 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 required. 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 asked to fill out an online evaluation, which will be completed 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 its 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 their abilities, developing their talents, and contributing to the highest degree while serving the goals of the program;
2. Accept responsibility for, and the consequences of their 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

Description of Organization and Duties

Please describe what type of business your sponsoring organization does:

Please describe or list your internship duties and responsibilities:

Please Initial (Intern) _____ Supervisor _____

Please describe and/or list how you will connect with your supervisor and co-workers: (e.g. working FTF on location, meeting 3 times a week via Zoom/Google Hangouts etc., Exchange files using Slack/Google Chat) **Note: Interns engaged in remote work are required to meet with supervisors and/or coworkers at least two times per week and communicate using another platform such as Slack.**

Please Initial (Intern) _____ Supervisor _____

The Student Intern is responsible for completing this form, obtaining all information and signatures from the sponsoring organization and providing copies to all parties.

Name of Intern _____ **Signature of SJU Intern** _____

Date: _____

Name of Sponsoring Organization _____

Name of Supervisor _____

Email for Supervisor _____ Phone Number of Supervisor _____

Signature of Supervisor _____ Date: _____

Signature of Chairperson

St. John's University, Department of Art and Design _____ Date _____

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After completing and obtaining the signature from the sponsoring organization please upload the Internship Agreement Form to the "assignment" in your LMS (Canvas).