Office of Career Development
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S V A School of VISUAL ARTS

Internship for Credit Program: Employer Enrollment Criteria

When the School of Visual Arts is petitioned for an intern, the following criteria must be met in order to receive consideration for the College's Internship for Credit Program. Employers must agree to provide:

- A commitment to employ interns for a minimum of 150 hours, falling within the College's semester period.
- An internship that applies directly to a student's field of study, fulfilling relevant career objectives.
- A designated creative supervisor who gives counsel, advisement and career guidance.
- In-house creative participation in a hands-on learning environment where the student regularly interacts with staff and clients.

Once an employer completes the interview process and a student is hired, the employer is asked to:

- Complete the College's Internship Agreement Form by the appropriate enrollment deadline.
- Work with the intern to identify her or his specific learning goals for the semester.
- Provide hands-on learning opportunities and guidance to help the intern meet her or his learning goals.
- Complete a mid-term evaluation of the intern's performance to help keep her or him on track in meeting learning goals.
- Ensure intern has logged hours properly and sign her or his weekly attendance records.
- Maintain open lines of communication with the Office of Career Development, especially if any questions, concerns or problems arise with the intern.
- Complete a final evaluation and share any suggestions for improving the program or communications between the College, students and employers.

Career Development works with interns throughout the semester and is also available to assist employers in developing their internship programs.