

## NEW MEDIA ARTS

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INDUSTRY HANDOUT  
NMA WORK STUDY

## INDUSTRY LOCATION REQUIREMENTS &amp; ROLES

*To determine if your location is a valid work-study site, your location must meet the following criteria:*

**Nature of the Work:** As a work-study learning experience for aspiring designers, students should be involved within the creative process of design-related projects in a professional context. The site supervisor should determine the roles/responsibilities, learning objectives, and schedule of the student prior to the start date via the Student Work Study Plan and Contract. Supervisors should try to match the scope of approximately 100 hours over 10 weeks, or between 10-20 hours per week, on either Mondays, Wednesdays, and/or Fridays.

**Supervision, Mentor-ship, & Training:** The student's work should be supervised and mentored by a practicing designer or professional responsible for overseeing the specific field of design work that the student is assigned. For the purposes of learning, it is preferable that work be done on location. Off-site opportunities can be approved, so long as they provide appropriate supervision, training, and mentor-ship and provide regular feedback and guidance to the student.

**Compensation:** On-site internships may or may not be compensated, depending on how the location meets the provisions set forth by the United States Department of Labor: [dol.gov/agencies/whd/fact-sheets/71-flsa-internships](http://dol.gov/agencies/whd/fact-sheets/71-flsa-internships). It is highly recommended that off-site/remote opportunities be compensated at minimum wage or above. Supervisors must establish whether or not the work will be paid prior to the start date, and if paid, must provide the rate of pay via the Student Work Study Plan and Contract.

**Evaluation:** At the end of the contract period, the supervisor will confirm the completion of service hours by completing a Final Evaluation form.

During the contract period, supervisors are expected to remain available and maintain contact with instructor if/when needed. If you have any further questions or concerns, please free to contact the instructor Chris Gargiulo at: [gargiulo@hawaii.edu](mailto:gargiulo@hawaii.edu) or 808.734.9707.

**Verification:** The company verifies they meet the requirements and role of a work-study location by signing this form below.

## STUDENT ROLE &amp; RESPONSIBILITIES

Students will present this Industry Handout form to any new supervisors at any previously not-yet-approved locations, as a means to provide an overview of what the work-study arrangement will entail.

For 3 academic credits, students are required to complete approximately 100 hours of service hours at an NMA qualified location. This number is flexible and should be adjusted based upon the start date (e.g. if the start date is late in the semester, the number of required hours can be decreased accordingly).

In conjunction with site supervisor, the student will fill-out the Student Work Study Plan and Contract which stipulates the exact hours, schedule, description of duties, and learning outcomes.

The student will inform the site supervisor & instructor in writing as they approach the end of their service hours.

Students will perform their duties as assigned and maintain regular contact with their site supervisor to complete the requirements as stated within the contract.

As part of the course curriculum, the student will be responsible for completing the following for the instructor: attend meetings, read the syllabus, distribute this Industry Handout form (for new locations not-yet-approved), complete and sign the Student Study Plan and Contract form, sign the Risk and Release of Liability form, regularly update a Timesheet of hours logged, complete any and all other course-related readings, notify the instructor of the completion of hours, and prepare a visual presentation to be shared with classmates at the end of the semester.

During the contract period, students are expected to remain available and maintain contact with instructor if/when needed.

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WORK-STUDY LOCATION SUPERVISOR Signature

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Date