

Internship **UPDATE 2015-16**

Electronic Design & Multimedia Internship Procedures, BA & BFA

To get Independent Study credit for your internship:

1. Locate an internship opportunity, through a professor, Office of Career Services or on your own **BEFORE the semester starts.**
2. Have your **Internship Supervisor fill out the "Sample Internship Contract"** from the Internship FAQ **and get the contract** to your faculty mentor **[as a printed/signed PDF or with the contract information in the body of an email sent from your supervisor's corporate account]**
3. Fill out the Application for Independent Study and Creative Projects (available in the Art Department Office, Room 109). **The application requires a 100-200 word Proposal.**
4. Bring the **three forms to an EDM professor for signature before or during registration.**
5. Get the Art Dept. Chair's signature on your Application. **Make three copies of the Application and Project Proposal** (one for the EDM Internship coordinator (Prof. Smith), one for the Art Department, one for yourself).
6. **See Ms. Henderson in the Art Office for registration procedures.**
- 7 To get a grade at the end of your internship: **Get a letter of evaluation from your internship supervisor and deliver it to your Internship advisor. Letters must be received by the last day of class, according to the College calendar.**
 - The letter should be **sealed in an envelope and signed by the supervisor along the flap.**
 - The letter can also be emailed, by your supervisor **from his/her work account with a PDF on company letterhead** attached to the email and sent directly to the faculty advisor.
 - The supervising EDM faculty member will enter a grade at the end of the semester.

It is the student's responsibility to obtain the evaluation from the supervisor, by the end of classes, which is required to obtain a grade for the internship.

Internship requests will NOT be approved if:

- Required forms are not filled out **in advance**, including the proposal
- You are requesting credit for an internship done in a previous semester
- You are requesting credit for a second semester of an internship
(you cannot repeat an internship for the same employer for credit)
- Your employer information isn't properly documented, or you are not doing design-related tasks
- Forms were not submitted **during the registration period for the semester**

Download the full internship procedures packet @
http://www.ccny.cuny.edu/electronic_design