The Integrative Arts Program: Internship Application Guide

Application Guide for INART 295/495

The Pennsylvania State University
College of Arts and Architecture
Integrative Arts Program

3/21/2014
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Internship (INART 295/495)

About Internships and Their Objectives

An internship is a supervised, off-campus learning experience that takes place in a professional or institutional setting. Internships provide students with opportunities to participate in planned, organized professional activities and to work in situations that employ the application of skills and knowledge that may be required by or related to a student’s professional goals. Internships are unique experiences in that students acquire professional work experience at the same time they gain academic credit. Internship activities must be formal, supervised, clearly related to study that is compatible with that of the Integrative Arts Program, and of identifiable benefit to the student’s individual program of study or academic interest. The objectives of the internship experience include:

- Providing an out-of-classroom learning experience for the student that is uniquely relevant to his/her educational program and goals.
- Creating opportunities for the student to explore a chosen field of interest in a way that will help the student refine their career goals in a manner that will advance the student’s professional development.
- To further student motivation for their chosen field through participation in on-site, supervised professional experiences.

Are There Eligibility Requirements for Registering for an Internship?

You must be an Integrative Arts major or concurrent major to register for either INART 295 or INART 495. INART 495 students must have earned a minimum of 9 credits toward their Integrative Arts degree major requirements. All students must have the advance approval of the Integrative Arts Program Coordinator prior to the start of the internship and before a student will be registered for INART 295 or INART 495.

How Many Credits May I Earn?

In general, internship credits are awarded on the basis of 1 credit for every 40 hours that a student spends actively engaged in activities associated with the internship. A student may accumulate a maximum of 18 credits in INART 295 and 18 credits in INART 495.

What Do Internship Credits Cost?

The tuition rates for undergraduate internship credits are the same as those for other undergraduate course credits.
Are There Deadlines for Submitting the Internship Application Form to the Integrative Arts Office?

Students must adhere to the following deadlines for submitting the completed Internship Application Form to the Integrative Arts Office for review and approval. Internship Application Forms submitted after the start of the internship will not be approved.

- Fall Semester: Last day of first full week of classes
- Spring Semester: Last day of first full week of classes
- Summer Semester: Last day of first full week of classes for the summer session in which the internship will be completed.

How Will My Work As an Intern Be Graded?

Internship grades are assigned by the Integrative Arts Program Coordinator and are based on two primary components: 1) an evaluation of the materials submitted by the intern to the Integrative Arts Office at the conclusion of the internship and 2) consideration of the evaluation letter submitted by the on-site supervisor at the end of the internship. Internships grades are assigned by letter grade (e.g., A, B, C, D, and F).

Planning and Setting Up an Internship with a Sponsoring Organization

Internships are initiated by the student and require thoughtful consideration, research, and planning. The first step in planning an internship is for the student to develop an idea about what kind of internship he or she would like to do and to identify the kind of activities and experiences that they believe would be useful to their overall educational plan. Using that information, the student should then search out and investigate organizations or businesses that sponsor internships that offer those qualities and develop a list of potential sponsors. The student should then initiate contact with potential sponsors to inquire about specific internship opportunities offered by the organization and what procedures are required to apply for and obtain an internship with the organization.

Submitting an “Internship Application Form” to the Integrative Arts Program

Once the student has obtained a formal internship offer from a business or organization, he or she must complete and submit an Internship Application Form to the Integrative Arts Program for approval. Please note that the application form required by the Integrative Arts Program is separate and apart from any application required by the organization or business that is sponsoring the internship. Once a formal internship offer has been received, the student must complete and submit the Internship Application Form attached to this document to the:

Integrative Arts Program Coordinator
102 Borland Building
University Park, PA 16802

Review and Approval Process

Upon receiving the completed Internship Application Form the Integrative Arts Program office will review the document for completion. If the form is complete, it will be submitted to the Program Coordinator for final review and approval. Incomplete forms will be returned to student.

Registration for Internship Credits

After the Internship Application Form has been reviewed and approved, the Integrative Arts Office will register the student for the internship credits and notify the student via campus email. Students should not begin the internship until receiving approval from the Integrative Arts Program and notification that they have been registered for the internship course.
# INTERNSHIP APPLICATION and AGREEMENT FORM

**College of Arts and Architecture**  
**Integrative Arts Program**  
**Penn State University**

Submit the completed Internship Application and Agreement form to:  
Integrative Arts Program, 102 Borland Building, University Park, PA 16802

(Please type or print all information clearly)

<table>
<thead>
<tr>
<th>Enrollment Information (to be completed by the Integrative Arts Program office)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester:</strong></td>
</tr>
<tr>
<td>Schedule #:</td>
</tr>
<tr>
<td><strong>Internship approved (please circle one):</strong></td>
</tr>
</tbody>
</table>

**Reason for disapproval (if applicable):**

**Program Signature:**

__________________________________  
**Program Coordinator Integrative Arts**  
**Date**

*The Faculty Supervisor assigns the final grade earned by the student and will generally be the Program Coordinator of Integrative Arts.

**The Integrative Arts Program may identify an additional faculty member to serve as a consultant.

**Student Information (to be completed by student):**

<table>
<thead>
<tr>
<th><strong>Student Name:</strong></th>
<th><strong>PSU ID:</strong></th>
<th><strong>College:</strong></th>
<th><strong>Major:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Address:</strong></td>
<td><strong>E-Mail Address:</strong></td>
<td><strong>Name and Title of Business/Institution On-site Supervisor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
<td><strong>Cell Number:</strong></td>
<td><strong>Business / Institution Sponsor’s Phone Number / Extension:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Internship Information (to be completed by student):**

<table>
<thead>
<tr>
<th><strong>Business or Institution sponsoring the Internship:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business / Institution Address:</strong></td>
</tr>
<tr>
<td><strong>Business / Institution Sponsor’s Phone Number / Extension:</strong></td>
</tr>
<tr>
<td><strong>Internship Start Date:</strong></td>
</tr>
<tr>
<td><strong>Internship Total Hours:</strong></td>
</tr>
<tr>
<td><strong>Internship Hours per Week:</strong></td>
</tr>
</tbody>
</table>

**Internship hours per week:**

**Internship Total Hours:**

**Indicate the total number of hours per week the student will spend engaged in activities related to the internship.**

**Internship Total Hours:**

**Indicate the total number of hours the student will spend engaged in activities related to the internship over the duration of the internship.**

***Internship credits are generally earned on a basis of 1 credit for every 40 hours that a student spends actively engaged in activities associated with the internship. A student may register for fewer credits than the total number of internship hours divided by 40 but cannot register for more than the total number of internship hours divided by 40. Students may accumulate a maximum of 18 credits in INART 495.
Internship Responsibilities (to be completed by student):

Please specify the duties and responsibilities of the student to the professional or institutional sponsor. These should be stated concisely in order to avoid misunderstanding during the course of the internship and at the time of the final evaluation.

Internship Responsibilities (to be signed by all named parties):

Responsibilities of the On-site Supervisor:

A. Feedback to the Intern: The on-site Supervisor is asked to provide feedback to the Intern regarding his/her work in the form of regular and formal sessions that include the following:
   1. Instruction and guidance for the intern about their expected duties and how to successfully complete assigned tasks;
   2. Constructive suggestions for ways that the intern might improve his/her performance, and
   3. Regular and ongoing evaluation of their performance and progress.

B. Evaluation of the Intern: At the conclusion of the internship, the on-site Internship Supervisor is responsible for providing the Integrative Arts Program Coordinator with a letter of evaluation that states how the student performed in his or her internship. The letter must be printed on organizational letterhead and written and signed by the Internship Supervisor. The letter may be sent by mail to the Integrative Arts Office, 102 Borland Building, University Park, PA 16802 or sent via E-mail as an attachment. It would be most helpful if the on-site Internship Supervisor recommended a grade based on the following scale: A = Excellent, B = Good, C = Satisfactory, D = Poor, and F = Unsatisfactory

Student Responsibilities at the Conclusion of the Internship:

Before a final grade will be filed, the student must provide the Integrative Arts Program Coordinator with the following:

1. A daily journal or diary that details the intern’s time and activities spent in fulfillment of internship responsibilities;
2. The intern’s personal evaluation of the internship experience; and
3. Any evidencing materials produced as a result of the intern’s internship activities.

I agree to the conditions, specifications, and requirements of this internship agreement.

Student Signature: ___________________________ Date: ___________ 
On-site Supervisor Signature: ___________________________ Date: ___________ 
Program Coordinator of Integrative Arts: ___________________________ Date: ___________

Submit the completed Internship Application and Agreement form to:
Integrative Arts Program, 102 Borland Building, University Park, PA 16802