

STUDENT GUIDELINES FOR INTERNSHIPS

ARRANGING INTERNSHIPS

Students may either arrange the internship or pursue one of the available posted internships. Students should speak to a faculty member in this arts area or their department head. If possible, an internship should be arranged the semester before the work experience is to begin. This is much easier to do in the fall for the spring semester and summer than for the fall semester. The Internship Forms must be completed and turned into the Registrar's Office by the end of the Drop/Add period.

DISCUSSION

Students should discuss the internship with her college supervisor before and immediately after obtaining an internship in order for the supervisor to get pertinent information for registration. If a summer internship is confirmed during May after graduation, you must call the college supervisor and make arrangements over the phone.

PROFESSIONALISM

Students will remember at all times that they are representing Meredith College and the Art Department and conduct themselves in a professional manner.

TUITION PAYMENT

For summer internships, the fee must be paid before the beginning of the first session of summer school to receive credit. The fee of _____ per credit hour is for registration processing and staff supervision. Students are awarded credit in this manner: 1 credit hour for every 8 hours of work per week for a semester or a whole summer. Example: 16 hours a week \times 12 weeks = 2 credit hours earned. During the fall and spring semesters, there is no additional tuition fee for internships unless you are a part-time student. If you are part-time, you pay by the credit hour just as you do for classes and just as you do for summer internships.

SUPERVISION

You and your supervisor will be called at least once during the internship to check on your progress. In addition, your supervisor will be written twice and given the college supervisor's phone number in case problems arise. There may be an on-site visit toward the end of the internship, if it is within a reasonable driving distance. If problems occur, please call your college supervisor immediately to help resolve the issues.

JOURNAL AND SUMMARY PAPER

Students should keep a journal during the internship to facilitate writing a final summary paper. The summary paper should be 3–4 typed pages and should include all aspects of your work experience from job responsibilities and project descriptions to benefits and valuable learning experiences. You may also include drawbacks or aspects of the internship that did not appeal to you. Include any printed pieces or mock-ups if applicable. The summary paper must be turned in immediately after completion of the internship.

GRADING

Your grade will primarily be determined from your employment supervisor's evaluation (*attached*) (80%). The summary paper will also be used to evaluate the overall experience (20%). Under no circumstance will a grade be given that is radically different from the employment supervisor's evaluation. Both the evaluation and the paper must be received before the grade is taken to the Registrar's Office.

FINAL DISCUSSION

You should have a final discussion with your college supervisor to discuss the outcome of the internship, the evaluation you received, the summary paper and your final grade.

STUDENT INTERNSHIP EVALUATION

Meredith College Department of Art

Name of Intern _____ Dates of Employment _____
 Name of Supervisor _____ Title _____
 Company or Institution _____

Please evaluate the student as objectively as possible, comparing her with other students of comparable academic level, personnel with similar experience and job assignments, or professional standards for the position.

ATTITUDE TOWARD WORK

- ____ Outstanding enthusiasm
- ____ Very interested and industrious
- ____ Average in diligence and interest
- ____ Somewhat indifferent
- ____ Definitely not interested

RELATIONS WITH OTHERS

- ____ Exceptionally well accepted
- ____ Works well with others
- ____ Gets along satisfactorily
- ____ Some difficulty working with others
- ____ Works very poorly with others

JUDGEMENT

- ____ Exceptionally mature
- ____ Above average in decision-making
- ____ Usually makes sound decisions
- ____ Often uses poor judgement
- ____ Consistently poor judgement

INITIATIVE

- ____ Independently motivated
- ____ Usually shows initiative
- ____ Does all the assigned work
- ____ Hesitant to proceed
- ____ Undependable

CRITERIA	A SUPERIOR	B ABOVE AVERAGE	C AVERAGE	D BELOW AVERAGE	F POOR	NOT KNOWN
Willingness to learn						
Dependability						
Quality of work						
Creative ability						
Leadership ability						
Potential in the field						
Overall performance						

Please offer your observations on the student's potential and performance along with information on the kinds of work she did and the experiences she encountered in her internship. Feel free to attach additional pages or materials as needed to clarify your evaluation.

Students receiving a majority of checks in the SUPERIOR to ABOVE AVERAGE slots will receive either an A or B depending on the number of checks in each area, checks in other areas and the evaluator's statement. Other grades of C or D will be determined in the same way.

In the rare event that a student knows that she will be receiving a low (D or F) evaluation, it would be in the best interest of that student to withdraw from the internship. A WP or WF (withdraw passing or withdraw failing) is preferable to a D or F on your transcript. Withdrawing from an internship is serious business and must be thoroughly discussed with both the college and work supervisor behind.

Signature (immediate supervisor) _____ Date _____

SPECIAL STUDIES PROPOSAL

Meredith College Department of Art

**Special Studies forms must be submitted to the Registrar's Office *by the end of the Drop/Add period.*
In certain extenuating circumstances, the form may be submitted after Drop/Add.**

TERM TO BE TAUGHT: _____(Spring 200____) _____(Summer 200____, Session ____) _____(Fall 200____)

I. CATALOGUE COURSE: _____
Department Course Number Instructor

II. SPECIAL STUDIES COURSE CATEGORY:

_____910 Independent Study _____930 Community Internship
 _____920 Directed Individual _____940 Group Study _____
 _____925 Honors Thesis

Level of work: _____100-200 _____300-400 _____Cross listed with _____

Application toward requirements:

_____humanities and fine arts _____natural science and math _____certification _____social science
 _____health/dance activities/physical education _____major _____minor _____elective

FEE: _____

Department _____	Title _____
Instructor _____	Hours Credit _____ Grading: _____A-F _____P/F _____Honors

Anticipated Enrollment: _____ Prerequisites: _____

Please attach a statement providing the following information for all Special Studies proposals, including catalogue courses:

- A. Course plan and method for carrying out this plan.
- B. Specific requirements: e.g., term papers, book reviews, examinations, list of readings, etc.
- C. Dates the papers, etc. are due.
- D. Planned professor/student contact.
- E. Dates of planned professor/student contact.
- F. How the grade will be determined.
- G. Date the grade will be submitted to the Registrar's Office.
- H. Instructor's signature.

Give student identification number and name if course is for only one student.

Student Identification # _____ Name _____

Proposal approval:

Department Head: _____ Date _____
 Department Head (2nd): _____ Date _____
 Faculty Adviser: _____ Date _____
 Academic Vice President: _____ Date _____

COURSE _____ ENTERED IN COMPUTER _____ REGISTERED _____ DATE _____

DIRECTED INDEPENDENT STUDY

Catalog Course _____
Department Course Number

Student _____ Date _____

Course plan and method for carrying out this plan:

Independent study description:

Supervisor:

Specific requirements and dates:

Planned professor/student contact:

Date grade will be submitted to Registrar's Office:

How the grade will be determined:

Instructor's Signature _____

Phone Number _____ Date _____

E-mail _____