



## NON-CREDITED UNDERGRADUATE INTERNSHIP LEARNING CONTRACT FOR BFA STUDENTS

**REGISTRATION DEADLINE:**

Interns must submit this Non-Credited Internship Learning Contract to the Office of the Registrar no later than Friday of the third week of the semester in which the internship takes place.

*Please complete:* Semester \_\_\_\_\_ Year \_\_\_\_\_ Class of \_\_\_\_\_ Internship Course # \_\_\_\_\_

**INTERNSHIP REQUIREMENTS & RESPONSIBILITIES:**

- **Completion of the internship experience for a Grade of "P" (Pass) is contingent upon submission of a minimum of 80 field hours and all forms required by the Art and Design Department at North Central College (including the Learning Contract, Internship Program Time Log, Evaluations, and Final Reflection).**
- Attachment of **the internship job description to the contract.**
- Submission of **Internship Program Time Log at the end of the experience** to document field hours. Email logs to the department's administrative assistant. The log is available at <https://northcentralartanddesign.com/internships>.
- Completion of **midpoint and final intern and supervisor evaluations.** Evaluations are sent to both the intern and employer supervisor by the department. **Any delays in receipt of the evaluations will result in a grade of "NP" (No Pass) in a non-credited internship.**
- Intern acknowledges personal responsibility for the internship commitment, agrees to perform internship duties in a professional and ethical manner, and is expected to adhere to all company policies and procedures.
- Intern should notify the Chair of the Art and Design Department of any problem, concerns, or changes at the internship site.

*(Please print or type)*

Student Intern Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Major: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Site: \_\_\_\_\_ Employer Supervisor: \_\_\_\_\_

Employer Supervisor's Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

**EMPLOYER SUPERVISOR:** Please attach an **internship job description on company letterhead (if possible)** that includes:

- |  |  |
|--|--|
| • Intern position title  | • Start and end dates of the internship              |
| • Description of the internship program, including training and support provided to the intern | • Required number of hours worked per week           |
| • Responsibilities, projects, tasks, and duties  | • Compensation (if applicable)                       |
| • Desired qualifications   | • Employer supervisor's name and contact information |
| • Details of how the intern will be supervised and evaluated                                   |  |



**INTERN SELF-EVALUATION AND REFLECTION**

**Intern:** In addition to building your art and design skills, you should consider building career competencies from the list below that you would like to develop or strengthen during your internship. ***At the end of your internship, you will be asked to reflect on how well you achieved these competencies in your evaluation.***

- |                      |                              |
|----------------------|------------------------------|
| 1. Communication     | 5. Leadership                |
| 2. Critical Thinking | 6. Technology                |
| 3. Teamwork          | 7. Career & Self-Development |
| 4. Professionalism   | 8. Equity & Inclusion        |

**EMPLOYER SUPERVISOR STATEMENT OF RESPONSIBILITIES**

**OBJECTIVE:** Provide career-related work experience that will genuinely complement and enrich academic endeavors.

1. Provide a **written internship job description**, clearly defining duties and responsibilities.
2. Establish goals for the internship.
3. Assume direct supervisory responsibility for the intern. Provide ongoing supervision and feedback regarding intern performance and progress toward goals and learning objectives.
4. Provide a safe working environment and an organizational orientation regarding policies, procedures, and standards of conduct.
5. Approve the Internship Program Time Log at the end of the experience.
6. Complete a midpoint and final evaluation for the intern sent by the Art and Design Department.
7. Abide by all federal and state nondiscrimination/anti-harassment laws and regulations.
8. If the internship is unpaid, comply with the Fair Labor Standards Act (FLSA).
9. Notify the intern and the department of any problems or concerns regarding the intern's performance or any changes at the internship site.

**Student Intern Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Success Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Schedule a meeting with the Chair of Art and Design Department** to review the contract, internship job description, Goals and Learning Objectives, and internship requirements **before you submit the contract to the Registrar.**

**Department Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **WHAT QUALIFIES AS AN INTERNSHIP?**

According to National Association of Colleges and Employers<sup>1</sup>, an **internship** is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

## **CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP**

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

**Please talk to the Chair of Art and Design Department if you are unsure whether an experience meets the requirements of an internship.** On campus jobs, such as student designer at Office of Marketing and Communications, could count as an internship if the above criteria are met.

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<sup>1</sup> <https://www.naceweb.org/center/>