

Internship Procedures

Electronic Design & Multimedia Internship Procedures, BA & BFA

You may **find internships** on the web, on the board outside the Art Department Office, or through the Office of Career Services in the NAC building.

Internships can be used for three credits of Independent Study.

EDM will not be able to find internships for every student.

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)**
- You have already done 2 3-credit internships (there is a maximum of 6 credits)
- Your employer information isn't 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

Internship Procedures

Electronic Design & Multimedia Internship Procedures

Guidelines for Employers

Thank you for considering our Electronic Design & Multimedia students for your internship.

We receive many requests for our students and we want to make sure that correct and complete information will be posted on our Jobs/ Internships Bulletin Board.

Students will contact you directly. Please understand that we cannot guarantee a response to your request. It is up to the individual student to decide whether the project/job/internship you offer will work into his/her schedule and whether it is the right opportunity based on his/her skills and needs.

Most of our students need money for tuition and living expenses and are therefore more likely to respond if there is a budget for your job or project.

Internships (and sometimes projects, depending on duration) may be done for college credits.

To have your job or internship posted, please fill out ALL fields in the following form.

Staff Job
 Freelance Job
 Freelance Project

Internship for Credit
 Paid Internship

TITLE of Job or Project

(if Internship, please indicate) _____

DURATION of Job or Internship (i.e., staff, one semester, six weeks, etc.

Please indicate number of hours per day and days per week, also whether timing is flexible or fixed)

Start date _____

End date _____

LOCATION of Job/Project/Internship if not at CCNY _____

DEADLINE for application or project completion (date) _____

DESCRIPTION/REQUIREMENTS

of Job or Project (if Job or Internship, describe responsibilities; if project, describe project scope).

INCLUDE AS MUCH DETAIL AS POSSIBLE.

If you need specific software knowledge or skills, please indicate this here as well

BUDGET or salary for Job/Project/Internship _____

CONTACT information:

Name/title _____

Company _____

Phone _____

Email _____

Okay to contact by phone? _____

*If you have questions on print-based projects or jobs/internships, contact Professor Mark Smith
msmith4@ccny.cuny.edu*

*If you have questions on interactive, imaging or web-based projects or jobs/internships, contact Professor Annette Weintraub
weintraub@ccny.cuny.edu OR Professor Joe Moore
jmoore@ccny.cuny.edu*

*If you have questions on 3-D, video or multimedia-based projects or jobs/internships, contact Professor Hajoe Moderegger
hmoderegger@ccny.cuny.edu*

Sample Internship letter

Copy this text or give this link to your prospective internship supervisor.

(Name of Art Director)
(Name and address of company)

Thank you for allowing _____, who is a student in the Electronic Design and Multimedia program at The City College of New York, to serve as an intern in your department for the _____ semester.

Independent study credit will be given for this internship based on the number of hours (8 hrs per week = 3 credits).

Please feel free to contact me if you have any questions at any time during the internship.

For additional information about our program, visit our website:
http://www.ccny.cuny.edu/electronic_design/

Please sign and return this letter with a **brief description of the duties** this intern may be expected to perform.

At the end of the internship, we will ask for a letter from you evaluating the students' performance, which is to be sent directly to us for confidentiality.

Sincerely,
Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia
The City College of New York
212-650-6451
msmith4@ccny.cuny.edu

Sample Internship Contract

Copy this text or give this link to your Internship Supervisor to use as the basis of your Internship Contract Letter.

This letter must be on the company's letterhead

To: Electronic Design and Multimedia, Department of Art, The City College of New York

During his/her internship, _____ may be expected to perform the following tasks

(check all applicable items):

- Scanning artwork/photos
- Photo research
- Filing and/or returning artwork/photos
- Designing
- Making copies or printouts
- Other (please describe)
- General support of art department _____
- Updating website _____

Number of hours per week: _____ (from _____ to _____ if not beginning to end of semester)

Signature _____

Print name _____

Contact person _____

Phone _____

Email _____

Date _____

Please have the student return a sealed letter

or send an email with a PDF on company letterhead from your corporate account to :

Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia

Art Department

The City College of New York

160 Convent Avenue

New York, NY 10031

msmith4@ccny.cuny.edu

Sample Internship Evaluation

Copy this text or give this link to your Internship Supervisor to use as the basis of your Internship Evaluation Letter.

This letter must be on the company's letterhead and/or sent from the corporate email account.

To: Electronic Design and Multimedia, Department of Art, The City College of New York

During his/her internship, _____ performed the following tasks
(check all applicable items):

- Scanning artwork/photos
- Photo research
- Filing and/or returning artwork/photos
- Designing
- Making copies or printouts
- Other (please describe) _____
- General support of art department _____
- Updating website _____
- Other (describe) _____

The students' assignment represented _____ hrs/wk for _____ weeks

As his/her supervisor please provide a short narrative evaluation of the students' work, attitude, motivation and any other factors it would be helpful for us to consider when assigning a grade.

Would you hire this student again, or refer him/her to a colleague? _____

Please sign and date your letter, and provide your contact information:

Signature _____

Print name _____

Contact person _____

Phone _____

Email _____

Date _____

Please have the student return a sealed letter

or send an email with a PDF from your corporate account to :

Mark Addison Smith, Assistant Professor, Electronic Design and Multimedia

Professor, Electronic Design and Multimedia

Art Department

The City College of New York

160 Convent Avenue

New York, NY 10031

msmith4@ccny.cuny.edu