

Internship Procedures

Electronic Design & Multimedia Internship Procedures

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.

Please understand that EDM cannot find internships for every student. We will post some openings under "Internships" on the board in 119. On other occasions we will send our best students to interview for internships which require specific skill sets.

***Here are the steps you need to take in order to get Independent Study credit for your internship:

1- Locate an internship opportunity.

2- Fill out the Application for Independent Study and Creative Projects (you can get this in the Art Department Office, Room 109). The application requires a 100-200 word Project Proposal.

3- Bring these to Prof. Saltz in 130 for approval & signature (OR any full time faculty member can sign as your mentor for the course. Do not leave in the mailbox; you must get the signature in person during office or advising hours, which are posted outside of 109.)

4- Prof. Saltz will assign a faculty member from EDM to supervise your internship.

5- Get Art Dept. Chair's signature on Application. Make three copies of Application and Project Proposal (one for Prof. Saltz, one for the Art Department, one for yourself).

6- Take originals to Humanities Office (NAC 5-225) to register for the Independent Study credits.

7- To get a grade at the end of your internship, obtain a letter from your internship supervisor evaluating your performance in detail, (or ask your supervisor to send an email to the faculty advisor assigned to you). The letter should be sealed in an envelope and signed by the supervisor along the flap. Bring or mail to your supervising faculty member, who will enter a grade based on this evaluation.

NOTE: It is the student's responsibility to obtain the evaluation from the supervisor, which is required to obtain a grade for the internship.

*** You may start an internship during a semester and register for it at the beginning of the next semester.