**AD 492 Internship** 1 to 4 credits, fall, winter, summer. Prerequisites: *AD175, AD270, and AD160*

**General Requirements:**

Student at junior standing or above, student’s cumulative GPA 2.7 or above, paid or unpaid experience in field of art and design, taken for AD 1 to 4 credits, graded as S or U, may be repeated if experience is different each time.

**Hours Per Week:** 1 credit = 3hrs/week X 15 weeks (45 hrs.), 2 credits = 6hrs/ week X 15 weeks (90 hrs.)

3 credits = 9hrs/ week X 15 weeks (135 hrs.), 4 credits = 12hrs/ week X 15 weeks (180 hrs.)

1. Student locates internship experience to occur over a fifteen-week semester in their field of Art and Design.
2. An Employer/ Site Supervisor agrees to evaluate the student’s fifteen-week performance using the ***University Evaluation Form***, returning it to the Faculty Advisor before the grading deadline, (during exam week). The Faculty Advisor then posts an **S** or **U** grade based upon the supervisor’s evaluation of student performance.
3. ***Employment Affiliation Agreement*** is signed by Employer/Site Supervisor, based on type of Internship: *Practicum, Paid or Unpaid*. The document is part of the application process and need only be established once with a given employer. The form is not necessary for student internship experiences at NMU. The university Risk Manager approves the agreement.

1. ***Work Experience Learning Agreement*** is completed by Student, Faculty Advisor, and Employer/Site Supervisor (this form includes learning outcomes and job description).
2. Student completes the ***Informed Consent and Release for Work Experience*** form.
3. Student fills out ***University Course Registration Form*** (needing Faculty Advisor approval).
4. Student prints an unofficial transcript, to verify class standing and GPA.
5. Student prints resume.
6. Student completes items (3, 4, 5, 6, 7,and 8) and brings them to the AD Office.
7. The AD Internship Coordinator verifies that the experience meets requirements. If so, the application is forwarded to the Deans and the Registrar (Takes approximately one week to appear on schedule).
8. Student can meet with the Faculty Advisor during office hours to inform the Advisor about the learning experience and any concerns during the semester.
9. Student completes an evaluation of the experience using the ***University Student Evaluation Document***, turning it into the AD Office/AD Internship Coordinator at the end of the semester (exam week).

**Note:** *Registration for AD 492 Internship takes place* ***BEFORE*** *the experience.*

**Note:** *Request assistance* from or *report any concerns to the Internship Coordinator*