

MEDIA ARTS 499 / MART 499

Internship Guidelines and Student Agreement form

OVERVIEW

- **MART 499 Internship in Media Arts** is an academic course. You must register and pay fees just as you do for any other course you take at the University.
- Your journal, paper and supervisor's evaluation **must** be delivered to the Media Arts instructor who is advising your internship **no later than the last day of final exams** for the session during which you do your internship.
- It is **your** responsibility to adhere to all regulations pertaining to internships. Failure to do so can result in your not receiving credit for your work or receiving a **failing grade**.

STATEMENT ON THE MEDIA ARTS INTERNSHIP

Read this carefully! You are responsible for following the guidelines below.

The intent of the internship requirement in Media Arts is to allow the student an opportunity to gain new experience and knowledge not available in structured media arts courses. It is an academic course for which the student can earn three or six hours of credit.

It is Media Arts policy that internship credit can **not** be awarded for work performed where the student is employed.

The student participating in the Internship program agrees to:

1. Schedule twelve (12) hours weekly for twelve (12) weeks or an equivalent amount of time with the affiliating company or agency. All arrangements are subject to prior approval by the supervising Media Arts instructor.
2. Maintain a daily log or journal of activities, and present this log to the Supervising Media Arts Instructor during the week of Midterms and again during the final week of classes. Additional Progress Reports may be requested. The daily log should include details regarding: the hours and shifts worked during the internship; duties assigned and performed; research activities, readings, or other activities.

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3. Submit a Final Report (7-10 pages, typewritten) detailing all activities, experiences and challenges encountered as an Intern. Your paper should also include a commentary on the nature and objectives of the business or agency, and an appraisal of the media environment you encountered. This paper should be submitted to the supervising Media Arts instructor, along with the journal and supervisor evaluation report, no later than Reading Day of the semester in which you are enrolled. The report and evaluation will become a part of the student's permanent record.

4. Work with the affiliating business or agency as a fellow professional, adhering to whatever appearance, behavior and project guidelines the affiliate specifies.

The supervising Media Arts instructor will be responsible for assignment of the final grade, based on an evaluation by the internship site supervisor and the journal and report of the Intern. The site supervisor will file a brief written appraisal of the Intern with the Supervising Instructor at the end of the internship period.

Student Agreement

I have read the above and agree to adhere to the Internship requirements and responsibilities.

Signature _____ Date _____

Name of student _____ email _____

Internship site _____

Supervisor _____ phone _____

Supervising Media Arts instructor _____ semester _____

Return this STUDENT AGREEMENT FORM, along with the INTERNSHIP INFORMATION FORM, to the Media Arts instructor who is supervising your internship.

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Internship Information Form

NAME _____ Phone _____ email _____

Address _____

Class Standing freshman ____ sophomore ____ junior ____ senior ____

Number of internship hours requested (circle one) 3 6

Courses taken that have prepared you for this internship:

List other experience relevant to this internship:

Internship organization _____

Work supervisor _____ phone _____

Internship start date: _____ Internship completion date: _____

Will you be paid for this internship?

What is the nature of your internship and what will your specific responsibilities be?

What type of supervision will you have?

What are your specific learning objectives for this internship and in what way will this experience allow you to accomplish these objectives?

Return this form to the Media Arts instructor supervising your internship.

UNIVERSITY OF SOUTH CAROLINA INTERNSHIP CONTRACT

ALL REQUIRED SIGNATURES MUST BE OBTAINED PRIOR TO REGISTRATION.

Student's Name (*Print*) _____ Local Phone _____

Student Number (*SSN*) _____ Major _____

Course Number

--	--	--	--	--

Department

--

Prefix

--	--	--	--

Course Number

--

Suffix

--	--	--

Section

--	--

Credits

--	--	--	--	--	--	--	--

Schedule Code

Term

--

Fall

--

Spring

--

Summer I

--

Summer II

--

Year

Instructor (*Print*) _____

To be completed by the instructor who will supervise the study

Location:

On site supervisor: (Name/Telephone Number)

Description of Internship: (Conditions, duties, hours, etc.)

Objectives: (What new skills and/or information will the student acquire?)

Textbooks, Readings or other Resources to be used:

Method of evaluation:

Instructor's Signature

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner. Student is to present white copy to the Office of the Registrar to complete registration.

Student's Signature

Date

Department Chairperson/Area Head

Date

Advisor's Signature

Date

Student's Dean (Undergraduates only)

Date

Media Arts Internship Program Supervisor Evaluation Report

Intern _____ Semester/Year _____

Supervisor / Company _____

Indicate how satisfied you were with the Intern's performance:

- 1 - fell far below expectations; did a poor job
- 2 - did not meet expectations; did a below-average job
- 3 - met minimal expectations; did a satisfactory job
- 4 - somewhat exceeded expectations; did a good job
- 5 - far exceeded expectations; did a first-rate job

	low				high	
1. Came well prepared for the position	1	2	3	4	5	N/A
2. Possessed necessary technical skills	1	2	3	4	5	N/A
3. Possessed necessary communication skills	1	2	3	4	5	N/A
4. Exhibited ability to work independently	1	2	3	4	5	N/A
5. Performed assignments thoroughly	1	2	3	4	5	N/A
6. Exhibited a sense of responsibility	1	2	3	4	5	N/A
7. Was dependable	1	2	3	4	5	N/A
8. Showed creativity on assignments	1	2	3	4	5	N/A
9. Worked at high level of productivity	1	2	3	4	5	N/A
10. Exhibited a professional attitude	1	2	3	4	5	N/A
11. Could adapt to changing circumstances	1	2	3	4	5	N/A
12. Was cooperative	1	2	3	4	5	N/A
13. Showed up for work regularly	1	2	3	4	5	N/A
14. Was punctual	1	2	3	4	5	N/A
15. Was courteous and friendly	1	2	3	4	5	N/A
16. Presented acceptable appearance	1	2	3	4	5	N/A
17. Showed general maturity	1	2	3	4	5	N/A
18. Overall assessment of Intern	1	2	3	4	5	N/A

1. Briefly describe the Intern's duties and responsibilities.

2. Comment on instances where performance was particularly high.

3. Comment on ways the internship can be improved.

Please return this evaluation form to the Media Arts supervising instructor no later than five (5) days after the internship has been completed.

mail to: Department of Art, 1615 Senate St., University of South Carolina, Columbia, SC 29208