



ACADEMY *of* ART UNIVERSITY®

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Undergraduate & Graduate  
Student Services

**Internship for Credit Handbook**

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## Definition of Internship for Credit

The definition of an internship as set forth by the Department of Labor is as follows:

*An individual is an “employee,” and must be paid, if his or her activities benefit the company more than they benefit him or her. An individual is an “intern,” who may or may not be paid, if his or her activities benefit him or her more than they benefit the company.*

To comply with the Fair Labor Standards Act (FLSA), students must either be paid a wage or receive college credit for participation in an internship. It is very important that you determine, early in the application process, whether academic credit is required. If academic credit is required and you are not able to obtain credit, most likely the employer will not take you on as an intern.

An internship for credit should be designed to meet the learning goals of the student. It should have pre-set goals outlined by the employer and agreed upon between the employer and student to ensure all expectations are met.

## Student Eligibility

In order to receive academic credit for an internship, the student must meet the following requirements:

- Minimum 3.0 GPA in a Bachelor's or Master's Program
- Undergraduate Unit Requirements:
  - **BA/BFA: 90 units of completed Major coursework**
- Graduate Student Unit Requirements:
  - **MFA/MA: An approved Midpoint Review**
  - **MARCH: 24 units total of completed Major coursework, and department director approved portfolio review**

## Criteria and Objectives of an Internship for Credit

### Basic Criteria

- Mission of an internship for credit is educational
- A qualified professional is always provided on-site
- An appropriate setting with a variety of clients and professional activities is provided

### Objectives of Internship for Credit for Students

An internship for credit should provide the following to the student:

- Integrated academic and on the job professional experience.
- Academic Credit of three (3) units.
- Professional contacts for future job search and expand their professional network.

### Objectives of Internship for Credit for Employers

An internship for credit should provide the following to employers:

- Personnel with current job skills and fresh creativity.
- A pool of qualified candidates for on-going hiring needs.

### Required Hours to Obtain Credit

- Minimum of nine (9) hours per week during the Fall/Spring semester and 20 hours per week for the Summer semester, for a minimum total of 135 hours.
- Companies may require more than nine hours per week as condition of placement.
- Companies cannot require more than 20 hours per week as condition of placement.

## Maximum Credit Allowed

- Students will receive three credit units per semester upon successful completion of the internship.
- A maximum of six units (or two internships) are allowed in one student's program.
  - Exceptions to this policy must be approved by Sue Rowley, Chief Academic Officer and Joe Vollaro, Executive Vice President for Financial Aid and Compliance
- If a student seeks to complete a second internship for academic credit, the second internship must be different from the first.

## Professional Conduct

- Students must represent the highest standards of professional behavior consistent with the values of the setting, including dress, punctuality, client contacts and interpersonal relationships.
- Failure to meet these standards will result in negative evaluations and/or removal from the internship setting.

## Location of Internship

- Often, part of obtaining authorization to offer our online programs to residents in other states requires confirmation that AAU does not have a physical presence in those states. The states listed below consider various types of internships a physical presence and have asked Academy of Art University to comply with their polices.
- OL/OS Students are not allowed to take internships for credit in these states: Iowa, Kentucky, Louisiana, Nevada, New Mexico, Ohio, Texas, West Virginia

## Termination of Internship Placement Before the End of a Semester

If a student's internship is terminated for any reason, the student shall notify the faculty liaison immediately in writing. The faculty liaison will then initiate the process of investigation and make recommendations to the appropriate department director.

Students should note that an unsatisfactory resolution may place the internship credits in jeopardy and reduce their enrollment status (full time/ part time) for the semester.

Policies set forth by Graduate/Student Services and Accounts Receivable regarding registration deadlines and fees are the same as for a normal three-unit course.

## Application Process to Receive Academic Credit For Internship

Once a host company has offered you an internship, the following must be completed in order for you to obtain academic credit for your participation in the internship.

1. Obtain an application form from graduate/student services advisor.
  - a. Advisor will assess the student and internship criteria to ensure eligibility
2. Obtain detailed job description typed on company letterhead for internship.
  - a. Must contain the following information: (See Appendix 1 for example)
    - i. Student's full legal name
    - ii. Title of the position
    - iii. Start and end date of internship
    - iv. State where the position is paid or unpaid, if paid include amount
    - v. Number of hours student is required to work per week
    - vi. Brief description of internship duties and goals
    - vii. Supervisor's name and signature
3. Submit to academic department director for approval.
  - a. Student's department director will assess the internship and make the final decision on the merits of the internship in place of coursework at Academy of Art University
  - b. Students will not be registered for the internship without the approval of the academic department director
4. Return completed application and documentation required to graduate/student services advisor.

## Deadlines for Application

The deadline to submit your application to receive credit for an internship is indicated on the internship application form and is always the Friday prior to the first day of the term for which you are participating in the internship. Students may not be registered for an internship without a complete and approved application form.

## Responsibilities and Expectations

### Responsibilities and Expectations of the Student

Once the student has received approval for their Internship for Credit, students are expected to:

- Inform the supervisor at the host company that an AAU representative will call the supervisor to obtain recommended midterm (week 7) and final (week 15) grades for department director review and approval.
- Login to their online internship section every week, through their student Dashboard in the LMS <http://online.academyart.edu/login> for attendance tracking purposes.
- Post an update in the online internship discussion section every week on how the internship is going, what they have learned and how many hours each week they are working.

### Responsibilities and Expectations of the Faculty Member/Director (Internship Liaison)

The specific responsibilities of the faculty liaison are to:

- Inform the agency supervisor of the departmental curriculum (teaching goals, academic expectations and grading standards)
- Monitor the online internship sections by logging into their Dashboard in the LMS once a week to ensure students are posting updates.
- Review the posts of each student to the discussion once per week and post a comment providing feedback to the students.
- Track the number of hours the student is spending at the internship, and the range and quality of activities.
- Conduct a mid-point evaluation of the internship with the student.
- Determine and submit the letter grades (progress, midterm and final) for the internship.
  - Grades are based on discussions with internship supervisors and student weekly participation in the online internship section.
- Complete formal evaluation of student at end of the semester.
- Verify that all forms have been processed and submitted to department director.
- Record credit/no credit and/or letter grade within the semester roster.

### Responsibilities and Expectations of the Employer (Host Supervisor)

The specific responsibilities of the employer are to:

- Define expected skills and abilities on company letterhead as related to student's major field of study
- In accordance with the State Labor Laws and the Fair Labor Standards Act (FLSA), the employer must pay the intern if no credit is obtained and if the internship position description requires extensive productivity on the part of the intern.
- Provide a recommended midterm (week 7) and final (week 15) grade for the intern to the Academy of Art University representative who will contact the Host Supervisor. Grade recommendations will then be given to the department director for review and final approval.