

# COLLEGE of VISUAL ARTS

## Internship Application Checklist

**The following forms are included in the internship application packet:**

- (1) Internship Application
- (2) Internship Contract
- (3) Permission to Register
- (4) Faculty Recommendation Forms (2)
- (5) Sponsor Agreement
- (6) Student Release
- (7) Evaluations:
  - Mid-Internship Sponsor Evaluation
  - Final Sponsor Evaluation
  - Student Self-Evaluation
  - Internship Coordinator's Evaluation

**Additional requirements to be turned in by the student intern:**

- (8) Two letters of recommendation by CVA faculty for internship sponsor (if required by sponsor)
- (9) Resumé and statement of interest
- (10) Internship journal
- (11) Samples of work completed during the internship

**How to complete the paperwork:**

- **Step 1:** Give faculty recommendation forms to two faculty members who agree to serve as references for the student.
- **Step 2:** The student has to sign the student release form and turn it in to the internship coordinator.
- **Step 3:** The internship coordinator has to sign the internship contract.
- **Step 4:** The internship sponsor has to sign the internship contract AND the Sponsor Agreement. The sponsor should receive the mid- and final evaluation forms.
- **Step 5:** The department chair has to sign the internship contract.
- **Step 6:** The student has to obtain permission to register for an internship from the financial aid, business, and registrar's office and pay for internship credits.
- **Step 7:** The student has to turn in the application, the contract, and the permission to register to the registrar's office.
- **Step 8:** The completed faculty recommendation forms, the sponsor agreement, and the student release should be turned in to the internship coordinator. In addition, the student's resumé, statement of interest, and the two letters of recommendation should be turned in to and discussed with the internship coordinator.
- **Step 10:** Schedule mid-internship meeting with the internship coordinator.

**After completing the internship:**

All evaluations must be turned in to the internship coordinator. The student's internship log or journal must be submitted for final assessment to the internship coordinator.