

COLLEGE of VISUAL ARTS

SPONSOR AGREEMENT INTERNSHIP PROGRAM

The College of Visual Arts has a commitment to incorporating structured, off-campus learning experiences into its curriculum by offering students the opportunity to earn college credit for participation in internships. Organizations sponsoring CVA interns play a significant role in providing the invaluable experiential component of the education.

I. Purpose: CVA's Internship Program provides an experiential learning opportunity whereby students complement their academic preparation with direct practical and professional experience. Your participation in CVA's Internship Program by sponsoring a student intern exhibits your interest and commitment to this educational strategy and to the growth and development of our students as creative professionals. The College looks forward to collaborating with you in this work-learning endeavor.

II. Responsibilities: To help insure the interests and promote the benefits of an internship arrangement for all parties involved, CVA has defined the mutual responsibilities between the College and your organization, hereinafter referred to as the internship sponsor.

Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the internship sponsor
2. Certify the student's academic eligibility to participate in an internship
3. The internship coordinator will serve as an advisor to the student, assist in setting learning objectives, confer with the internship site personnel, monitor the progress of the internship, and evaluate the academic performance of the student
4. Inform students prior to the internship of his/her personal responsibilities as outlined by the sponsor

Responsibilities of the Internship Sponsor

1. Encourage and support the learning aspect of the student's internship
2. Designate a professional staff person/employee to serve as an advisor/supervisor with responsibilities to help orient the student to the agency and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty sponsor and/or the Director of the Internship Program and to monitor the progress of the student
3. Provide adequate supervision for the student and to assign duties that are progressive, challenging and related to the student's area of interest
4. Make available equipment, supplies and space necessary for the student to perform his/her duties
5. Provide a safe working environment and space for the intern to complete necessary work functions
6. Agree not to displace regular workers with students functioning in an internship role
7. Notify the Internship Coordinator of any changes in the student's work status, schedule or performance
8. Provide two written evaluations of the student's performance (forms to be provided by CVA's Internship Program, one at mid-term and the other by the end of the student's internship)
9. Communicate relevant policies/standards of the internship site to the Internship Coordinator, as needed

INTERNSHIP SPONSOR: _____

INTERN SUPERVISOR NAME (Please print): _____

INTERN SUPERVISOR SIGNATURE: _____

DATE: _____