

The Art Institutes International MinnesotaSM

INTERNSHIP PROGRAM PACKET

Contact:

Contents:

- A) Student Internship Application: Fill out with your Internship Instructor, have it signed off, and turn in to Career Services in the lower level.
(Internship Instructor signature) _____
- B) Student Internship Agreement: Discuss your intended internship with your Internship Instructor, go over this sheet, sign and date.
(Internship Instructor signature) _____
- C) Internship Sponsor Information Form: Can be filled out between you and your intended employer. Your Internship Instructor will discuss the details with you.
(Internship Instructor signature) _____
- D) Agreement for Internship Experience between AI and _____ can be filled out by you and your intended employer. Your Internship Instructor will discuss and check details.
(Internship Instructor signature) _____
- E) Employer Profile: To be filled out by your intended employer. Needs to be returned to your Internship Instructor.
(Internship Instructor signature) _____
- F) Intern Evaluation Forms (2 sets): One to be filled out by you and your employer at the midpoint of your internship (60 hours) and the other at the end (120 hours) of your internship. We encourage you to be a part of the evaluation process with your employer, and work to improve while you are there.
- The original copy of form A should go to Career Services after signoff by your Internship Instructor. A copy should go to your Internship Instructor.
 - Forms B-E should be photocopied after completion. Originals go to your Internship Instructor, one copy for the employer's records, and one copy for the intern's records.
 - Form F should also be copied after completion (60 and 120 hours). Originals go to your Internship Instructor, one copy for the employer's records, and one copy for the intern's records.

- **All forms for the AD need to be to them by the end of WEEK 1 (or by your first meeting).**
- **Your AD may be contacting your employer, so please make sure that all forms are accurate and clear.**

Additional Intern Responsibilities:

- ___ Week one meeting with AD, discuss internship specifics, paperwork (**you must set up an appointment with AD**)
- ___ **WEEKLY Internship Journals (they count as attendance)**
- ___ Week six meeting with AD, informal presentation of work in progress (**you must set up an appointment with AD**)
- ___ **MANDATORY: Week TEN FINAL** with all other departmental interns, formal presentation of completed work, (Friday of Week 10, time TBD)

Any questions can be directed to your Internship Instructor (see above contact information).