

Internships for Academic Credit

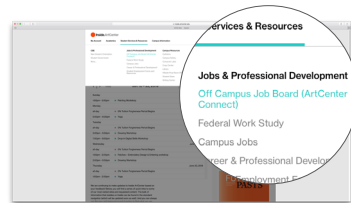
Congratulations on your internship! Register your For-Credit Internship through ArtCenter Connect. The deadline is **Friday, Week 1** of the term you are completing the internship.

Before You Start

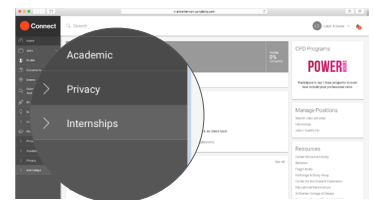
- Meet with your Department Chair to discuss learning objectives and course credits.
- If you are studying on an F-1 visa, meet with the International Student Advisor in CSE for Curricular Practical Training (CPT) authorization. You will need to upload a copy of pages 1-2 of your I-20 with CPT authorization on Connect.
- Have a copy of your Offer Letter ready to upload. Make sure it has all **7 pieces of information:**
 1. A statement acknowledging that the employer is accepting the student as an intern
 2. Beginning and end dates of the internship
 3. Number of hours the intern will be expected to work each week
 4. Rate of pay
 5. Internship position title
 6. Name, title and email address of the intern's supervisor
 7. Brief description of the intern's responsibilities, its educational value and relevance to student's area of study

Registering your Internship

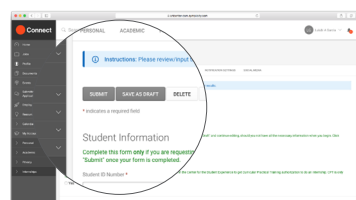
1. Log in to ArtCenter Connect through Inside ArtCenter. Look under **Student Services & Resources**.



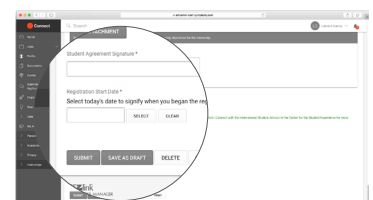
2. On the left-hand side, click **My Account**
→ **Internships**
→ **Add New.**



3. Complete the For-Credit Internship Record. You have the option to **Save As Draft** and return to the form if you do not have all of the required information.



4. Click **Submit** once you have completed the form.



Approval Process

1. You submit the online form with attachments.
2. The Internship Specialist reviews the form for approval.
3. Your Department enters your courses, reviews the form, and gives final approval.
4. Enrollment Services registers you for the requested credits.
5. Once **all** approvals are complete, you receive an email confirming your registration.
6. *After the registration period closes, double check your degree audit.*

Fulfilling the Grading Requirements

Internship credit will be awarded only on a Satisfactory/Unsatisfactory basis. To receive a Satisfactory grade for an internship, the following online forms must be completed by **Friday, Week 13:**

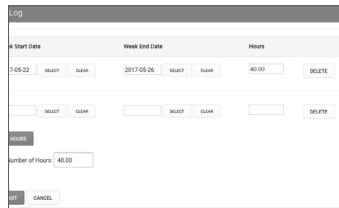
- A log of hours approved by the internship site supervisor
- Final Intern Evaluation of the Student (completed by the employer)
- Internship Reflection (completed by the student)
- Any other requirements authorized by the Department Chair (e.g., final presentation, review of internship work products).

To Log your Hours:

Click **Hour Log**



Click **Add Hours**, select the dates of the week, and add your hours. Scroll down and select **Submit**.



To Complete your Internship Reflection:

Click **Internship Reflection**



Complete the reflection and click **Submit** (you have the option to Save as Draft and finish at a later time).

