

NEW MEDIA ARTS

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INDUSTRY HANDOUT NMA INTERNSHIP

INDUSTRY LOCATION REQUIREMENTS & ROLES

To determine if your location is a valid internship site, your location must meet the following criteria:

Nature of the Work: Student intern will be involved in the production of multi-media; The internship supervisor will help determine the roles/responsibilities, learning objectives and schedule of the interns prior to the start of the internship via the *Student Internship Study Plan & Contract* (We ask that you do not schedule beyond the required hours necessary for internship credit—between 140–165 hours per 3 credits they are enrolled in).

Supervision & Mentorship/Training: The intern's work is supervised and mentored/trained by a practicing professional in the specific field of multi-media that the student is assigned work in while interning. For the purposes of learning, mentorship and exposure to the field, it is preferable that the internship work be done on location. On rare occasion, an off-site internship may be approved, provided it is paid, and provides the necessary supervision and mentorship to track progress, provide adequate feedback and give the necessary guidance to perform the intern's assigned work.

Compensation: *Off-site Internship work must be compensated at minimum wage or above.* On-site internships may or may not

be compensated, depending on how the location meets the 6 provisions set forth by the United States Department of Labor: www.dol.gov/whd/regs/compliance/whdfs71.htm

Supervisor must establish whether or not the internship will be paid prior to the start of the internship, and if paid, must establish a rate of pay via the Student Internship Study Plan and Contract.

Intern Evaluation and Verification of Hours Completed:

Employer verifies the completion of service hours and agrees to complete, discuss with intern and return the **Intern Evaluation** by the designated deadline to the instructor.

Maintain contact with internship instructor and permit occasional site visits, as necessary throughout the intern's term. *Please free to contact the internship instructor Chris Gargiulo at: gargiulo@hawaii.edu or 808.734.9707.*

Verification: The company verifies they meet the requirements and role of an internship location by signing this form below.

ADVERTISE AN INTERNSHIP WITH US

We provide an *Internship Advertisement Template* with the essential information needed when advertising your internship opportunity with New Media Arts.

STUDENT ROLE & RESPONSIBILITIES THROUGHOUT INTERNSHIP

Student intern will present industry location with this Industry Handout to provide an overview of what the internship will entail on the location and student's behalf.

For 3 units of registered credit, Interns are required to complete 140–165 of internship service hours at an NMA qualified internship location (Twenty-five of the 165 hours are reserved for portfolio preparation, search/interview process, and course meetings).

In conjunction with internship site supervisor, the student will fill-out the Student Internship Study Plan and Contract which stipulates hours committed to the internship, as well as the intern's roles and responsibilities.

Intern will inform the site supervisor & instructor in writing as they approach the end of their required service hours.

Interns will perform internship work as assigned and maintain regular contact with their site supervisor to complete the work.

As part of the course curriculum, the intern will be responsible for completing the following for the instructor:
Attend Meetings, Read Syllabus, Complete Required Application Materials, Distribute Industry Handout, Complete Student Study Plan and Contract, Sign Release of Liability Form, Submit Progress Reports, Review Readings and Respond to Blog, Notify of Completion of Hours, Complete and Present Final Internship Brief, Ensure that Employer Evaluation is submitted to instructor by due date, as well as maintain regular contact with the instructor throughout the course of the internship.

INTERNSHIP LOCATION SUPERVISOR Digital Signature

Date