

DIGIPEN INSTITUTE OF TECHNOLOGY

STUDENT INTERNSHIP FORMS AND GUIDELINES

The student internship at DigiPen Institute of Technology is a carefully monitored work experience in which the student has intentional learning goals gained through experience in a professional workplace under the general supervision of an experienced professional.

General Information:

- Internships may vary in duration but generally last for one semester (3-4 months).
 - Students may not apply more than 15 hours of work a week towards their internship; a total of 225 hours is required for successful completion.
- Internships must be art, design, production or programming or otherwise directly related to the field of study of the student.
- Internships can be part-time or full-time, paid or unpaid.
- There must be a full-time employee at the workplace who supervises and acts as a mentor to the student intern.
 - The company/mentor must have shipped at least one product in the field of interest in the past 5 years.
- Approval of the Internship Coordinator from the appropriate Division is required of all internship companies and jobs.

Specific Information:

- For the RTIS program, students must have successfully completed GAM300 or have the Internship Coordinator and GSDP Department Chair approval to receive internship credit.
- For the BFA program, students can substitute their 300 or 400 level PJR courses with internships. The internship must have approval from the Art & Animation Division Internship Coordinator.
- CE and Masters students should consult with their department chair for specifics.
- For the BSGD and BAGD programs, students must have completed GAM300 or have the Internship Coordinator and GSDP Department Chair approval to receive internship credit.
- Internships are assessed at the same cost per credit as classroom based courses.

Deadlines

While internships may take place at any time of the year, students need to submit the paperwork for each semester no later than the deadlines shown below. Internships posted after that deadline will not be applied to the current semester, but may be applied to the following semester.

Internship Semester	Latest Approval
Fall	September 30
Spring	February 5
Summer	May 20

Registering for the Internship:

1. Before applying for an internship, identify if the internship meets the approval of the Internship Coordinator.
 - a. Any internship posted on SRS has already been approved.
 - b. Internships found elsewhere must be approved by the Internship Coordinator via email. (Verbal approval must be followed up by the student with an email.)
2. Fill out the attached form.
3. Have the Company Supervisor sign the attached form.
4. Deliver this form to the DigiPen Internship Coordinator.
5. After approval, you will be automatically registered in the course.

If you submit the form after the deadline (see next below), you will not be allowed to receive credit for the internship that semester, and the internship may be forwarded to the semester following.

The important element that distinguishes an internship from a short-term job or community service is the intentional learning objectives that the student brings to the experience.

The goals for the internship may include:

- Academic learning - applying knowledge learned in the classroom to tasks in the workplace;
- Career development - gaining knowledge necessary to meet minimum qualifications for a position in the field of interest;
- Skill development - an understanding of the skills and knowledge required in a specific job category within the industry; and
- Personal development - gaining decision-making skills, critical thinking skills, increased confidence and self-esteem.

During the Internship:

The Internship Coordinator will contact the company supervisor at various times during the internship.

- Contacts are to track student progress as well as help companies manage students
- Contacts may take the form of weekly, bi-weekly or monthly student reports
- Monthly company reports may also be required, please see the details filled in by the internship coordinator for that specific internship.

Handling of Problems or Issues:

The internships are a learning experience for the student and, as such, companies/mentors should immediately contact the internship coordinator when a problem arises. The coordinator will take steps to help resolve the problem, including acting as intermediary in any conflict. Students experiencing problems with the company or mentor should also contact their internship coordinator immediately.

Hiring and Firing:

As with any hiring situation, it is the responsibility of the company and mentor to adequately determine the skills of the intern they are hiring.

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Companies wishing to continue an internship with the student may do so at any time. DigiPen is only involved in the process if the student applies for academic credit. Companies wishing to hire a student full-time need to discuss this with the student and recognize the impact this will have on the student's on-going and continued education.

In the unusual event of a company requiring the firing of a student, we ask that you inform us before the problem reaches this level. If no other solution is available, DigiPen will ask the company to fill out the final evaluation report for the student, so that we might better serve the company in the future, as well as work with the student in question on those skills that were found to be lacking.

Internship Completion and Grading:

Achievement of specified learning objectives should be addressed in the student's evaluation letter. Students who work for several supervisors are encouraged to maintain a diary of activities. Whenever possible, the evaluative data should emphasize the application of theories, concepts and techniques relevant to the student's degree program.

Students must present a final written evaluation (reflection paper, "post-mortem") during finals week of the semester in which the internship course is taken. The three components of the final grade (Pass or Fail, only) are:

- The evaluation form, filled out by the student's company supervisor;
- The student post-mortem, written by the student to self-evaluate the experience;
- Instructor feedback gained from observation or communication with the supervisor(s).

I have read and understand the guidelines for an academic internship.

STUDENT SIGNATURE:

Date

COMPANY SUPERVISOR SIGNATURE:

Date

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DigiPen Institute of Technology
Intern Application

Submission Date:				Date Received in Office:			
Full Name							
Student ID #							
Email:							
Phone (home or cell):							
Degree Program:	RTIS	ART	CE	MS			
Credits:		Internship Semester:	Fall	Spring	Summer		
<small>*Definition of Credit Hours: One credit is equivalent to 45 contact hours at the site. For a five credit hour internship, the student requires 5*45=225 contact hours. This equates to 15 hours a week over a 15-week semester. Students are expected to work no more than 15 hours per week towards their credit hours. Hours each week over the 15 hours per week are not credited towards DigiPen internship credit hours.</small>							
Company:							
Company Mailing Address:							
Supervisor Name:							
Supervisor Title:				Supervisor phone:			
Supervisor email:							
Internship Start Date:				Internship End Date:			
List four learning objectives you are seeking through this internship:							

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I have read and understand the requirements for this internship and have received the approvals of the Internship Coordinator and the Company Supervisor.

Student's Signature

Date

DigiPen asks that the company supervisor be willing to mentor this student and to inform the DigiPen Internship Coordinator of any problems, including but not limited to, problems that may result in the firing of the student.

Company Supervisor Signature

Date

(PLEASE KEEP A COPY OF THIS FORM AND GUIDELINES FOR YOUR REFERENCE)

Internship Coordinator Signature

Date

Charles Duba, CE Internship Coordinator
Mike Moore, MS CS Internship Coordinator
Jen Sward, RTIS/Game Design Internship Coordinator
Ray Yan, Art and Animation Internship Coordinator

cduba@digipen.edu
xli@digipen.edu
jsward@digipen.edu
ryan@digipen.edu

STUDENTS:

PLEASE ATTACH A CURRENT RESUME TO THIS APPLICATION.

DigiPen Use Only

Submitted to Administration:

Initial Contact with Supervisor:

Scheduled Reviews/Comments:

Supervisor's Evaluation Received:

Student's Evaluation Received:

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**DIGIPEN RTIS STUDENT INTERNSHIP EVALUATION FORM
SPRING 2007**

We appreciate your supervision of the student below as an intern with your company. In order to establish this student's grade for the internship, we would like to ask you to evaluate their work and contribution. Please take a moment to complete this form and return it to the address below. Thank you once again for your assistance.

- Charles Duba, CE Internship Coordinator
- Xin Li, MS CS Internship Coordinator
- Jen Sward, RTIS Internship Coordinator
- Ray Yan, Art and Animation Internship Coordinator

5001 150th Ave NE, Redmond WA, 98052 FAX: 425-558-0378

Intern Supervisor Title	
Company	
Phone number, Email	

Student Intern:			
Internship START		Internship FINISH	

Overall evaluation of the intern.

Unsatisfactory	Met Minimum, but needs work	Met Expectations	Exceeded Expectations	Consistently Exceeded or Outstanding
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Please describe the overall performance of the intern:

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JOB SPECIFIC OBJECTIVES

Please describe the types of tasks or duties assigned and completed by the intern:

Please evaluate the technical or artistic performance of the intern.

	Not satisfactory	Met Minimum, but needs work	Met Expectations	Exceeded Expectations	Consistently Exceeded or Outstanding
Prepared – The intern was adequately trained for the tasks assigned					
Learning – The intern was able to learn new skills as required.					
Technical or Artistic skill - meet your level of expectation? If not, please list skills/tools that could improve a future intern or hire for your company:					

ADDITIONAL COMMENTS

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CORE PERFORMANCE QUALITIES

Please evaluate the intern's work habits and ability to work with others.

Table with 6 columns: Un satisfactory, Met Minimum, but needs work, Met Expectations, Exceeded Expectations, Consistently Exceeded or Outstanding. Rows include COMMUNICATION, COMMITMENT, WORK ETHIC, TEAMWORK, and OTHER.

ADDITIONAL COMMENTS

Signature: _____

Name (Printed): _____ Date: _____

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For DIGIPEN Internal Use

Overall Review:

Unsatisfactory	Met Minimum, but needs work	Met Expectations	Exceeded Expectations	Consistently Exceeded or Outstanding
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Internship Grade:

Fail	Pass
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Internship Coordinator comment summary: