

CCA STUDENT INTERNSHIP POLICIES

Internship-Site Requirements:

An internship is considered an academic Studio Course; therefore the site is required to meet the program's approval. The Academic Services Office and Internship Coordinators maintain information about approved sites from past student internships, which is available to you. If you have researched and selected a new location to intern with that is not yet on the approved list, ask your internship advisor about the site approval process. Although approval of sites is not guaranteed, the minimum requirements are that the students be actively supervised and evaluated on site by a professional in the field, that student is doing work that is appropriate to their program of study, and be provided with enough hours to complete the credits desired. All required GRAPHIC DESIGN and ARCHITECTURE internships must be compensated at a **minimum of \$12/hour** to qualify. (See your internship coordinator for exceptions to this rule). *There are no salary requirement for all other majors.*

Student Status Requirements:

You must be an upper division degree-seeking student in good standing and have a completed 12 units at CCA to enroll in a credit earning internship.

INTERIOR DESIGN and ARCHITECTURE require the student to fulfill 0-3 units of internship credit in order to graduate.
FASHION, GRAPHIC DESIGN and INDUSTRIAL DESIGN have a 3-unit minimum internship requirement.
ALL OTHER MAJORS do not have an internship requirement to graduate.

Prerequisites for participating in an internship:

ARCHITECTURE - Successful completion of **Architecture Studio 4 (Undergrad) and Architecture Studio 3 (Grad)**
FINE ARTS - Upper division standing
FASHION - Completed or completing **level 4** classes
GRAPHIC DESIGN - Completed all **level 2** courses, completed or completing **level 3** courses
ILLUSTRATION - Completed or completing **Illustration 3**
INDUSTRIAL DESIGN - Completed or completing **Studio 4**, and recommended during summer before final year

Hours / Credits:

Some students may register for 0 - 3 units of internship credit, depending on the needs of the student and the requirements of the program. However, where a 3-unit internship is required, students who elect to register for a 0-unit internship will complete their degree requirement for the internship, but will have 3 units of studio elective added to their degree requirements.

An internship cannot exceed 3 units per semester, but may be completed at more than one site simultaneously or during adjacent semesters.

All Fine Art students must register for 3 unit internships.

The intern coordinator or chair of your program must approve exceptions to any of these requirements PRIOR to registering.

All students are required to provide proof of hours worked with a supervisor-signed **Hours Log Form** at the completion of their internship.

Minimum Hours of work required for all ARCH and DESIGN students are:

3 units = 225 hours (15 hours per week for 15 weeks)	1 units = 75 hours (5 hours per week for 15 weeks)
2 units = 150 hours (10 hours per week for 15 weeks)	0 units = 225 hours (15 hours per week for 15 weeks)

Minimum Hours of work required for all FINE ART + FASHION students are:

3 units = 140 hours (10 hours/week for 14 weeks + attending first and last FA internship meetings + completion of all assignments)

Registration Deadlines:

FALL/SPRING INTERNSHIPS: ALL students must register within the add/drop period of that semester. (By the 2nd week of classes).

SUMMER INTERNSHIPS: ARCH + DESIGN students = up to 2 weeks after spring semester ends.
FINE ART students = must register the internship during the add/drop period of the Fall or Spring semester before summer.
For important details on FA summer internships please visit: www.cca.edu/students/careers/internships

Grading:

During your internship you will be supervised by a professional in your field who will provide a written evaluation of your performance. Your final grade will be determined by your internship coordinator or program chair only after you have completed all of the below listed requirements.

You will receive a "pass" or "fail" grade for your internship based on:

- **Attendance** to meetings established by your Internship coordinator.
- **Notes made by the Internship Coordinator or Program Chair**, during check-in meetings throughout the Internship.
- **Internship Hours Log Form**, meeting required hours worked at Site, completed by you and signed by your supervisor.
- **Student Evaluation Form**, completed by your supervisor.
- **Site Evaluation Form**, completed by you, turned in by last class.
- **Turning in an updated Résumé**, reflecting your internship experience.
- Any written or oral final presentations established by your Internship coordinator.

If the required hours are not completed during the registered term, the student must contact their internship coordinator or program chair. Students who receive incompletes will receive an incomplete or "E" grade and must finish the remaining hours (and all necessary paperwork) by the end of the subsequent semester. Internships not completed by the following term will result in an "F" grade.