



Department of Visual Arts

## Agency/Studio Expectations for Internships

### Internship Details

- 1 Students are required to work at least 135 hours to earn internship credit however it is possible for the student to spread those hours across more than one position, more than one agency/studio, and at a schedule that is convenient to both the agency/studio, and the student.
- 2 Students are required to work under the direct supervision of a creative supervisor who is experienced in the discipline.
- 3 Students are required to be working in the creative environment where they can both observe and participate in the activities of a professional in their field.
- 4 The agency/studio, does not need to have an established internship program, nor do they need to go out of their way to provide any special educational opportunities. Our expectation is simply that the student will be allowed to work in the creative environment and under the direction of a professional in the field.
- 5 Remuneration for the student is an issue between the agency/studio and the student. JBU has no expectations that the student intern either will or will not be paid for this work.
- 6 Upon completion of their time with you we would ask that you give the student an honest evaluation of their work with your agency/studio.

### Learning Expectations

Some examples of the kinds of learning experiences that the student intern should expect might include some of the following:

1. Experiences related to deadlines and workflow expectations
2. Experiences related to client relationships
3. Experiences related to teamwork
4. Experiences related to critique of their work
5. Experiences related to production needs
6. Experiences related to business specific equipment and software

### Student Responsibilities

1. The student intern is expected to perform their duties as a professional.
2. The student intern is expected to dress in a manner appropriate to the culture of the agency/studio.
3. The student intern is expected to consider all agency/studio information as confidential.
4. The student intern is expected to be reasonably flexible and accommodating with regard to schedule.
5. The student intern is expected to accept constructive criticism with a good attitude.