

## **KINE 492: Internship**

### **Department of Kinetic Imaging**

**Catalog Description:** Semester course; variable hours. 1-3 credits. May be repeated for a maximum of 6 credits. Prerequisite: permission of the Chair. Open to Kinetic Imaging majors only. Creative learning experiences in the professional realm under the direction and supervision of qualified practitioners.

*It is highly recommended that the student complete at least 24 credits in KI courses and have a minimum of a 3.0 GPA in the major before attempting an internship.*

**REQUIREMENTS:** For each credit earned, the student must complete a minimum of 40 working hours (3 credits = 120 hours) over the course of the semester.

It is recommended that the student:

- begin and complete the internship during the semester the student is enrolled in KINE 492: Internship
- work at the job site no less than four hours at a time in order to gain a more realistic experience.
- be compensated for travel expenses (beyond commuting to/from the job site) and provided with all necessary equipment.

**BEFORE:** To secure an internship, the student and the Site Supervisor must complete a **Learning Agreement** and submit it to the Internship Coordinator. Once the Internship Coordinator has approved the internship, the student may enroll in KINE 492: Internship.

**DURING:** To complete an internship, the student must log a minimum of 40 working hours per credit earned – this does NOT include lunch/dinner breaks or time spent commuting to/from the job site. Students should use the **Hours Log** to record the time spent and tasks completed each day. It is also required that the student save **samples of work produced**.

**AFTER:** At the end of the internship, the Site Supervisor will review the student's performance, by completing an **Employer Evaluation**. The student will evaluate the internship experience by completing a **Student Evaluation**.

**The following should be submitted by 12pm on the last day of classes:**

- Completed **Hours Log**, signed by both the student and the Site Supervisor
- Samples of work produced
- Completed **Student Evaluation**
- Completed **Employer Evaluation**

Finally, the student should **schedule a meeting with the Internship Coordinator** to discuss the internship experience. This meeting is required and should take place during finals week, after the Internship Coordinator has reviewed the submitted materials. Failure to meet deadlines will result in an automatic "F" for the course. Exceptions to this rule are extenuating circumstances (medical, family, legal, religious, technical), which should be accompanied by written documentation (where applicable).

**Grades:** The final grade for the internship will be based on the quality of work produced and the timely submission of all required documentation: Hours Log, samples of work produced, Student Evaluation, and the Employer Evaluation.