Internship Overview

What is an internship, and what will I be doing as an intern?
An internship enhances a student's learning experience by expanding education beyond the traditional classroom setting to include real world experiences. The intern will be learning to do, and doing, the job. In some cases, interns receive permanent job offers from the companies that sponsor their internship.

To how many companies should I apply?
Apply to as many companies as you feel you can maintain "follow-up". Following up is more than good manners, its good business.

What if I receive more than one offer?
Balance your interests, educational background and future career goals in making your selection. Once you reach a decision, you should no longer interview with additional companies. Be sure to follow up with a thank you letter to any companies whose offer you did not accept.

How do I know what companies are offering internships?
To find an internship start with My IU Careers, [http://www.indiana.edu/~career/](http://www.indiana.edu/~career/). Attend internship fairs. The Career Development Center offers up-to-date listings in the Career Resource Library and online through the Web Link Library. Call companies of interest and ask your professors. Network with friends, family and anyone you know. Be professionally assertive. If the AMID Department is aware of any internship opportunities they also may be sent to you via email from the advisor, or posted on the bulletin boards in either Memorial Hall East or Smith Research Center.

Factors to consider when applying for internship:
- Location of company internship
- Culture of company
- Your career interests
- Paid or unpaid
- Work environment
- Opportunity for a learning experience
- Financial health of the company
- Stated objective of the company internship program
- Length of time established for the internship
- The Company mission and vision statement
- Housing accommodations
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**Can I do an internship for credit if I am getting paid?**
Yes.

**Can I do an international internship?**
Yes.

**How am I graded?**
S/F grading. See syllabus for AMID-Y 398 for course requirements and expectations.

**What fees are associated with Y398?**
The fees for Y398 are the same as any other credit-bearing course. Fees are based on your residence status (in-state or out-of-state) and the number of hours for which you are enrolled. AMID-Y 398 is offered for 2-3 credit hours.

**What if the internship is not in my hometown?**
Students often accept positions in other cities and this can be a valuable experience too. It is recommended if you want to relocate to a new city after graduation, you try out that city in an internship. Some companies provide housing or help students with housing while they are doing internships. Students doing internships in New York often rent rooms at the N.Y.U. dorms or other university housing.

**How many hours am I required to work?**
An intern is required to work a minimum of **150 hours** between May 8th and August 10th to receive **3 credits** for the course. An intern is required to work a minimum of **100 hours** between May 8th and August 10th to receive **2 credits** for the course.

**What is required for the course?**
- **Weekly Assignments**
  Students are responsible to turn in the Weekly Activity Report (00-009S) each week via OnCourse. It is the student’s responsibility to complete the Weekly Activity Report (00-009S) and submit in a timely manner. No reminders will be given.

- **Student Evaluation Forms (Mid-Term and Final)**
  Students are responsible to turn in the Mid-Term Evaluation Report - Student (00-010S) at the halfway point of your internship. Forms are available on OnCourse and should be submitted via the Oncourse site for AMID Y-398. It is the student’s responsibility to complete the Mid-Term Evaluation Report - Student (00-010S) and submit in a timely manner. No reminders will be given.
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Students are responsible to turn in the Final Evaluation - Student (00-011S) immediately following the end of your internship. Forms are available on OnCourse. It is the student’s responsibility to complete the Final Evaluation – Student (00-011S) and submit in a timely manner. No reminders will be given.

• Employer Evaluation Forms (Mid-Term and Final)

Students are responsible to ensure the supervisor has received the Mid-Term Evaluation – Employer (10-003E) at the halfway point of the internship. Forms have been provided in the employer packet and are also available on Oncourse, in the resources section for AMID Y-398. The employer is to mail the completed form in the postage paid envelope provided or may mail to AMID Y-398 Internship Program, 1021 E. Third, Memorial Hall East #234, Bloomington, IN 47405. It is the student’s responsibility to follow-up with the employer to ensure compliance.

Students are responsible to ensure the supervisor has received the Final Evaluation– Employer (10-004E) during the final week of the internship so the employer has an opportunity to review performance with the intern before the internship is completed. Forms have been provided in the employer packet and are also available on Oncourse, in the resources section for AMID Y-398. The employer is to mail the completed form in the postage paid envelope provided or AMID Y-398 Internship Program, 1021 E. Third, Memorial Hall East #234, Bloomington, IN 47405. It is the student’s responsibility to follow-up with the employer to ensure compliance.

• Self-Reflection Paper

Complete a self-reflection paper upon completion of your internship regarding the internship experience plus additional insights you find relevant to your internship. Include insight into your strengths and weakness and relate how your internship experience can be utilized in your career development. The paper should be 5-7 pages, double-spaced. You should include any relevant experiences. Your paper may be turned in upon completion of your internship, but no later than August 23, 2014. Your self-reflection paper should be submitted via OnCourse.

How do I apply?

Digital application materials are available for downloading on the AMID department website, http://design.iub.edu/internships.shtml. You are required to complete: 1) the Student Application for Internship (00-004S)  2) the Company Internship Profile (00-005S)  3) the Student Internship Agreement (00-006S), and have the company you will be interning with complete 4) the Company Compliance Requirements and Agreement (10-002E). All application materials must be completed and turned in together to Memorial Hall East #226. You will not be considered for the internship program until all application materials are completed.
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How do I know if I am accepted?
You will be notified of your acceptance via email. Permission to register will be given at that time. You will be unable to register until permission is given.

What do I need to do once I am accepted?
Once your application is approved you will be notified by email that permission has been given for you to register for AMID Y-398. Register for AMID Y-398 as you would for any other class. You will earn a maximum of three (3) credit hours for AMID Y-398. Standard tuition rates and student fees apply.

Is there anything else I should know?
Once you have an employer confirmed for your internship and you have been approved for the internship and registered for AMID Y-398, you will be able to retrieve documents on the AMID Y-398 OnCourse site.