Mahoney Hall Suite #1
870 Broadway Street
Lowell, MA 01854-3088
Tel: 978.934.3494
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ART AND DESIGN DEPARTMENT

UMASS
Learning with Purpose

Practicum/Internship Guidelines for Students and Employers

1. The goal of an internship is to provide professional experience beyond the classroom walls. The internship should be a learning experience for students.
2. The internship can be paid or unpaid. However, unpaid internships at "for-profit," private sector organizations present a unique set of circumstances: UMass Lowell strongly encourages our valued employer partners to become familiar with the federal government's Fair Labor Standards Act (FLSA) and the limitations it places on unpaid internships. Particularly, employers and students should read the FLSA's Test for Unpaid Interns (http://www.dol.gov/whd/regs/compliance/whdfs71.htm) and the six criteria that must be met to be in compliance with the law:
    a) The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
    b) The internship experience is for the benefit of the intern;
    c) The intern does not displace regular employees, but works under close supervision of existing staff;
    d) The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
    e) The intern is not necessarily entitled to a job at the conclusion of the internship;
    f) The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
3. Should a UMass Lowell student wish to apply for an unpaid internship and be offered the position, a faculty member from the appropriate academic department will review the internship description to determine whether it qualifies for college credit.
4. Employers who contact the Art and Design Department will be made aware that most students need to earn money for tuition or other expenses and thus prefer paid internships.
5. The internship should be related to the student's Art major and concentration in Studio Art or Graphic Design.
6. The employer and co-workers need to be aware that interns are young professionals in training. A position consisting of nothing but rote and repetitive activity would not qualify for internship credit. On the other hand, a position that may have some routine activities, but combines them with learning experiences such as research and creative projects, most likely would qualify. The goal is for students to obtain challenging and meaningful learning experiences.
7. Most internships will have to be evaluated on a case-by-case basis. The Art and Design Department will try to be as flexible as possible in its evaluation while at the same time adhering to the overall goal of the program, which is **to provide a real-world employment component in art and/or design that enriches the student's in-class academic experience**.
8. A Practicum must be relevant to the student's anticipated career and provide a solid on-the-job learning experience. The experience must consist of between 8 and 10 hours per week per semester for each 3-credit

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experience and must be approved by the faculty supervisor in the Art and Design Department. The practicum/internship **semester hours must total 120**.

9. The student must have someone on-site to act as a supervisor and contact person. The on-site supervisor must carefully read the UMass Lowell Guidelines for Employers and provide the UMass Lowell supervisor a job description and letter, on company stationary, stating a willingness to take the student, as well as the number of hours per week and anticipated duties.
10. The on-site supervisor must provide the UMass Lowell supervisor with a completed evaluation form (attached) at mid-semester and at the end of the semester. The only grade that can be given for a Practicum/Internship is S (satisfactory) or U (unsatisfactory).
11. The student must keep a journal of experiences, documentation, and other related materials that must be submitted to the UMass Lowell supervisor prior to final grading. This can be a digital document submitted to the faculty supervisor as PDF. Failure to submit the journal will result in the grade of U, regardless of the on-site supervisor's evaluation. Incompletes will not be given unless approved prior to the final grading deadline

Practicum/Internship Learning Objectives:

- The internship expands the depth and breadth of a student's academic experience.
- Students are exposed to real world experiences in art and design that cannot be obtained in the classroom.
- Students gain professional experience and learn about the work environment in their field and area of concentration.
- Students develop self-discipline, maturity, self-confidence, and an awareness of professional demeanor and etiquette.
- The internship provides an opportunity to make connections, reflect and assess whether the students' future goals are in line with their field of studies, and the professional world.
- Students apply the knowledge and skills acquired at UMass Lowell to a work environment.
- Students learn how to balance their artistic talent and ideas with the demands of creative professional life.
- Students acquire new skills and knowledge.
- Students build positive professional relationships and begin to develop networking skills.
- Employers provide mentoring relationships to young professionals in the field.
- Students develop an understanding of healthy employer/employee/coworker relationships by learning to manage expectations and finding a work/life balance.

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Practicum/Internship Information Form (to be filled out by the student)

Student Name: _____

Address: _____

_____ **zip** _____

Telephone: _____

Email: _____

Campus I.D.# _____

ON-SITE: (to be filled out by the employer)

Name of firm: _____

Address: _____

_____ **zip** _____

Telephone: _____

Email: _____

On-site supervisor:_____

Internship hourly rate: $_____

Briefly describe job duties or attach job description

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Complete, sign, and return the Internship Contract to
Art and Design Department
University of Massachusetts Lowell
Mahoney Hall
870 Broadway Street, Suite 1
Lowell, MA 01854-3088

By attaching my signature below, I agree to abide by the above guidelines of the Internship Program.

I have read, understand, and agree to accept all elements of this contract.

_____ _____

Student Signature Date

I have verified that the above-mentioned internship satisfies the UMass Lowell Art and Design internship program requirement and I approve this student's participation in the Internship course

_____
Faculty Internship Advisor Name (Please Print Clearly)

_____ _____

Faculty Internship Advisor Signature Date

Employer Internship Supervisor Name (Please Print Clearly)

_____

Employer Internship Supervisor Signature Date

_____ _____

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ART AND DESIGN DEPARTMENT

Mid-Semester Practicum/Internship Evaluation Form

(to be completed by the on-site supervisor)

Date: _____

Student's name: _____

Name of firm: _____

Address: _____

_____ **zip** _____

Telephone: _____

Email: _____

On-site supervisor's name: _____

Please evaluate the student intern's performance as either Satisfactory or Unsatisfactory by circling the correct one.

SATISFACTORY

UNSATISFACTORY

Comments: Please comment on the student's performance, strong points, weak points, etc. This is particularly important if the evaluation is unsatisfactory.

Supervisor's Signature: _____ **Date:** _____

Please mail or fax to Art and Design Department

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End-of-Semester Practicum Evaluation Form

(to be completed by the on-site supervisor)

Date: _____

Student's name: _____

Name of firm: _____

Address: _____

_____ **zip** _____

Telephone: _____

Email: _____

On-site supervisor's name:_____

Please evaluate the student intern's performance as either Satisfactory or Unsatisfactory by circling the correct one.

SATISFACTORY

UNSATISFACTORY

Comments: Please comment on the student's performance, strong points, weak points, etc. This is particularly important if the evaluation is unsatisfactory.

Supervisor's Signature: _____**Date:** _____

Please mail or fax to Art and Design Department