

School of Arts, Media + Engineering

Digital Culture Internship Procedures

Digital Culture students may replace the AME 484 Internship credit for one AME 494 Digital Culture Capstone course (3 credits). It is the student's responsibility to secure the internship opportunity and to honor all internship policies of both the School of Arts, Media + Engineering and the internship provider. The intern should represent Digital Culture with a conscientious, professional attitude and appearance that is appropriate for the type of work and business culture of the internship provider.

Student Eligibility

Students seeking Digital Culture Internship credit must:

- have a GPA of 3.0 or higher in Digital Culture coursework
- have earned at least 56 credit hours (Junior or Senior standing)

Internship Requirements

Digital Culture internships must:

- be related to the student's program of study and relevant to Digital Culture
- be conducted with and supervised by an established organization or business
- be approved prior to the internship
- include a minimum of 10 hours worked per week for a total of 160 hours or more during a semester
- be evaluated at the midway point and at the end of the internship by the internship provider using the provided form
- involve communication between faculty sponsors and internship supervisors to ensure requirements are being met

Application Process

1) Print and complete the following forms:

- Digital Culture internship application form
- Internship ASU Student Placement Agreement (the internship provider must complete)
- Internship Statement of Compliance
- Internship Agreement Details

2) Find an AME faculty member that agrees to be a mentor for the proposed internship. This faculty member will need to endorse the type of work and nature of the internship before it takes place. The faculty sponsor will also need to approve completion of the internship for credit.

3) Submit the completed forms to the School of Arts, Media + Engineering front office:

Education Coordinator
Stauffer B 243
PO Box 875802
Tempe, AZ 85287-5802

4) Students will receive an email notification from the School of Arts, Media + Engineering stating whether the application is accepted or denied.

Internship Registration and Deliverables

1) After being approved for the internship, students will be able to register for the AME 484 Internship credit.

2) The intern is responsible for obtaining an evaluation from their supervisor at the midway point and at the end of the internship using the provided form, which must be sent directly from the supervisor to the School of Arts, Media + Engineering.

3) A report is due at the end of the internship that reflects on the intern's experience. The report should include, at minimum, the following:

- What were the intern's responsibilities, contributions, and achievements?
- What was beneficial about the internship experience?
- What did the intern learn about themselves (strengths/weaknesses/opportunities for growth)?
- What were the challenges and opportunities related to the application of Digital Culture concepts?

4) A documentary style video is due at the end of the internship that highlights the experience. It must be in a YouTube or Vimeo format and be 2 – 3 minutes in length. This will be shared online for the benefit of the Digital Culture Community.

5) The intern's faculty sponsor will oversee and evaluate the deliverables at the end of the internship to determine a pass or fail grade.

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Digital Culture Internship Evaluation

This evaluation form is to be completed by the internship provider supervisor at the midway point of the internship and also at the end, then submitted to the School of Arts, Media + Engineering by email, fax, or mail.

Student Name:	Internship Period:
Internship Supervisor Name and Contact Information:	

Evaluation Date: _____ How many work hours has the intern completed? _____

Please rate your intern on the following skills and abilities using the following scale and provide comments, if desired:

1 needs improvement	2 shows aptitude	3 meets standards	4 exceeds standards	5 excels at skills	N/A not applicable
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Skill	Rating	Skill	Rating
Attendance	_____	Initiative	_____
Professionalism	_____	Quality of work	_____
Communication skills	_____	Quantity of work	_____

Comments:

Please return this form to:
 Education Coordinator
 Stauffer B243

Mail To:
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