

### **Internships for Studio Credit**

*As an SMFA student in the BFA, MFA, or Dual Degree programs, you can complete an internship to receive studio credit if your internship experience meets the following requirements and all expectations are met.*

#### **Internship Requirements:**

- Work for the internship must take place on site at the employer- a gallery, museum, non-profit, company offices.
- Work may not be freelance or solo projects completed outside office hours and without direct supervision. This is the work you should actually be paid to complete as a freelance artist.
- Intern must have a direct supervisor who will provide regular direction and guidance.
- On-going training and professional development will happen throughout the internship including the clarification of learning goals to be completed by the end of the internship.
- Tufts University Career Center reserves the right to refuse approval of internships.
- Students can only intern with the same employer twice and each internship must be a completely different experience and outlined as such in a detailed description.
- No retroactive credit will be given for internships, ex- no fall credit for a summer internship that already happened.
- Students that do not meet requirements and expectations of internship program risk forfeit of credits.

#### **Credits Breakdown:**

- 2 credits= a minimum of 100 hours completed before semester's end
  - 4 credits= a minimum of 200 hours completed before semester's end
  - 6 credits= a minimum of 300 hours completed before semester's end \*\*
- \*\* available during summer semester only

#### **Expectations of Interns:**

- Student will be professional representatives of the SMFA at Tufts University.
- Student and Supervisor will complete mid-program and final evaluations.
- Student and Supervisor will maintain weekly timesheets for student's hours.
- Tufts Career Center may require site visit to employer site before completion of internship.
- Students understand they should contact Ryan Smith, Assistant Director, Career Advisor for the Arts, if there are any challenges or concerns.
- International students agree to work closely with both the I-Center and Career Center to make sure they understand and have completed all CPT or OPT paperwork required in a timely fashion.

#### **Deadlines for having internships secured, registered and approved for credit:**

- Fall Internships-secured and registered by July 1
- Spring Internships - secured and registered by December 1
- Summer Internships- secured and registered by May 1

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### **Steps for Internship Approval Process:**

1. Work with Tufts University Career Center well in advance of deadline to find an internship.
2. Send Assistant Director your job description with the following:
  - Job title
  - Company name, address, website
  - Supervisor name and contact info
  - Wage and hours
  - Duration of internship
  - Detailed job description and learning goals to be accomplished by end of internship
3. After Assistant Director approves, fill out Experience form on Handshake:
  - A. Log into Handshake: [www.tufts.joinhandshake.com](http://www.tufts.joinhandshake.com)
  - B. In your toolbar, click on "Career Center"
  - C. Click on "Experiences"
  - D. Click on "Request an experience"
  - E. Fill out all fields and select "request experience"
4. Register for appropriate course online during course registration.
5. Follow expectations and requirements of internship program to receive credit.

### **Additional Questions/Concerns, please contact:**

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