

## Internship/Practicum Policy and Procedures

*Effective 1/1/2009*

The School of Media Arts and Studies offers two options for off-campus training: internships and practica. You must contact MDIA Internship Coordinator Greg Newton and complete required paperwork **before** beginning either training experience. Students are expected to return to Ohio University for at least one quarter following an internship experience.

### INTERNSHIP – MDIA 490

Full-time experience – 40 hours per week for at least ten weeks. Sponsoring employers must agree to complete regular weekly evaluations. The MDIA Internship Coordinator and the Scripps College Internship and Alumni Coordinator can assist you in identifying locations; and the MDIA Internship Coordinator will work with you and your employer to verify your enrollment and complete the required intern evaluations.

**Qualifications:** You must be a Media Arts and Studies major with a minimum of 22 hours completed in the School; at least 130 hours of credit at OU; and at least a 2.7 overall GPA.

**Pay:** Your internship may be paid or unpaid.

**Credit:** Two (2) to twelve (12) credits, with no more than four (4) credits counting toward the 62-hour Media Arts and Studies requirement. You must register for credit during the quarter that you are engaged in the internship. Meet with the MDIA Internship Coordinator prior to beginning an internship to discuss the number of credits approved and the relevance of the position to your major.

**Frequency:** You are limited to **one** Internship (MDIA 490) credit in your Media Arts and Studies program.

**Requirements:** (1) Validation of Internship form signed by your sponsoring employer before internship begins. (2) Submission to MDIA internship coordinator of a 10-12 page paper at the end of your internship (it would be helpful to maintain a daily journal while interning for use in writing this paper). (3) Meet with at least one group of MDIA students to talk about internships after your experience is completed. This requirement can be fulfilled through a class (such as MDIA 101), a quarterly internship meeting, one of the student groups such as SIGGRAPH or AVW, or through another opportunity arranged through the Internship Coordinator. (4) Meet with the MDIA Internship Coordinator to talk about your experience and make sure all requirements have been met. (5) Report your internship at <http://www.scrippscollege.ohio.edu/InternForm.aspx> after your internship is completed.

### PRACTICUM – MDIA 391

Full or part-time experience in a related facility – minimum requirement is 40 hours during the quarter. Employers must agree to provide regular evaluations. The MDIA Internship Coordinator and the Scripps College Internship and Alumni Coordinator can assist you in identifying locations; and the MDIA Internship Coordinator will work with you and your employer to verify your enrollment and complete the required intern evaluations.

The practicum is an option for: (1) Students who want a part-time internship experience during any quarter. (2) Students who would like to obtain experience during winter break. (3) Students who do not meet the internship credit hour requirement of 130 hours. (4) Students who have lower than a 2.7 GPA. (5) Students who have already completed an internship.

**Qualifications:** You must be a Media Arts and Studies major with at least a 2.0 GPA.

**Pay:** Your practicum may be paid or unpaid.

**Credit:** One (1) credit – Register for the credit during the quarter you will be completing your practicum.

**Frequency:** A maximum of six (6) total credits can be earned from MDIA 390 (on-campus practicum) and MDIA 391 (off-campus practicum).

**Requirements:** (1) Validation of Practicum form signed by sponsoring employer before your practicum begins. (2) Meet with at least one group of MDIA students to talk about practicums after your experience is complete. (3) Meet with the MDIA Internship Coordinator to talk about your experience and make sure all requirements have been met. (4) Report your practicum at <http://www.scrippscollege.ohio.edu/InternForm.aspx> after your experience is completed.

### CONTACT:

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