

## **College of Design Internship Program: Responsibilities & Terms of Arrangement**

### **PURPOSE**

The College of Design Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in this program by sponsoring/employing students demonstrates your interest and commitment to this educational strategy and to the growth and development of students as future professionals. In granting academic credit for this internship, the College of Design affirms that, to the best of its judgment, the experience is an appropriate curricular experience for students and worthy of academic credit.

### **RESPONSIBILITIES**

To help insure the interests and promote the benefits of an internship arrangement for all parties involved, the College of Design has developed the following list of rights and responsibilities.

#### **Faculty Advisor**

1. Encourage the student's productive contribution to the overall mission of the site.
2. Guide the student in setting appropriate learning goals and objectives.
3. Certify the student's academic eligibility to participate in an internship assignment.
4. Establish and communicate guidelines and standards for the conduct of its internship program.
5. Serve as advisor to the student to assist in setting learning objectives, monitor the progress of the internship assignment, and evaluate the student's academic performance.
6. Maintain the confidentiality of any proprietary information obtained about the internship site.

#### **Internship Site Supervisor**

1. Encourage and support the learning aspect of the student's internship assignment.
2. Orient the student to the site and its culture, including standards of professional decorum, assist in the development of the student's learning objectives, confer with the student and his/her faculty representative as requested, and monitor the student's progress.
3. Provide adequate supervision for the student and assign duties that are career related, progressive and challenging.
4. Communicate site policies and standards to the student.
5. Make available the equipment, supplies, and space necessary for the student to perform his/her duties.
6. Ensure that no regular site workers are displaced by the student intern.
7. Notify faculty advisor of any changes in the student's work status, schedule or performance.
8. Provide written appraisals of the student's performance as requested by the faculty advisor.
9. Provide safe working conditions.

## Student

1. Create, with the faculty advisor and site supervisor, goals and objectives for the internship period that are clear and attainable and which enhance the student's academic program.
2. Proactively and appropriately contribute toward the site's mission the skills and knowledge gained through the student's academic curriculum.
3. Personal Conduct and Professional Decorum: The responsibilities and circumstances of an off-campus internship may require a particular standard of professional decorum. The student is expected to understand and conform to the site's standards. In addition, the University of Minnesota Student Conduct Code applies to the student throughout the internship period.

Note: It is important to the success of this internship and the continuance of future internships at this site that the student maintain a standard of conduct that would not compromise the integrity of the University of Minnesota. Should the faculty advisor decide that the student must be terminated from the internship because of conduct that might bring the program into disrepute or the internship site into jeopardy, that decision will be final and may result in the student's loss of academic credit.

4. Notify faculty advisor in a timely manner of any problems related to the internship.
5. Maintain appropriate and sufficient health, accident, disability and hospitalization insurance throughout the internship period.

Note: The student is responsible for the costs of such insurance and for the expenses not covered by it; the University has no obligation to provide such insurance. The student assumes full responsibility for any undisclosed physical or emotional problems that might impair his/her ability to complete the experience.

6. Maintain appropriate and sufficient personal vehicle insurance.

Note: If the student uses his/her personal vehicle for the benefit of the site, the College of Design has no liability for personal injury or property damage that may result from that use. The student must rely solely on his/her personal vehicle insurance coverage and on any insurance coverage provided by the site.

## TERMS OF INTERNSHIP ARRANGEMENT

- The internship arrangement will be for one academic semester or summer session, or a period agreed upon by the student, internship site, and the faculty advisor.
- Both the internship site and the University of Minnesota student may request termination of the internship in the event of dissatisfaction by either or both parties. The requesting party must (1) notify the other party of its wishes and (2) make a good faith attempt to resolve the problem(s). If satisfactory resolution cannot be obtained and all parties agree, the internship will be terminated.

Any questions regarding this information  
should be referred to the student's faculty advisor.

*The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*