

Internship Guidelines and Documentation

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Internship Guidelines

Student internships for credit at DigiPen Institute of Technology are carefully monitored work experiences in which students have intentional learning goals gained through experience in a professional workplace under the general supervision of an experienced professional.

DigiPen Institute of Technology uses the DigiPen Job Portal to document internships. If you prefer to use paper forms, please see the DigiPen Institute of Technology Internship Form.

General Information

- It is the student's responsibility to seek the internship and successfully go through the hiring process of the company they choose.
- Students must report their internship on the DigiPen Job Portal using the "Report an Internship for Credit" button or complete all required paper forms prior to the start of their internship.
 - » NOTE: Internships must be approved for credit before they start, not after they are completed.
- Internships may vary in duration but generally last for one semester (3-4 months) and credit is granted based on 45 hours of internship per credit. For example, 5 credits (225 hours) and 3 credits (135 hours).
 - » NOTE: Students may not apply more than 25 hours of work each week towards their internship.
- Internships must be art, design, production, programming, computer or electrical engineering, sound design, music arranging or composing, sound engineering, or otherwise directly related to the field of study of the student.
- Internships for credit can be part-time or full-time but the student must be paid.
- All internships must take place in the United States.
- Attendance sheets are required and it is the responsibility of the student to submit a time sheet every two weeks (signed by their supervisor) via paper copy to Academic Support window (on 2nd Floor near Student Affairs) or to their Internship Coordinator directly.
- Internship hours must be completed with one company for the duration of the semester. Transferring hours from one company to another for the same applied credit during the same semester will not be allowed.
- Internships are assessed at the same cost per credit as classroom-based courses.
- Undergraduate students are allowed to replace maximum of 10 internship credits for their respective degree program's projects courses. A maximum of 6 internship credits are allowed for graduate students.
- Students must be in good academic standing (i.e., cum. GPA above 2.0 for undergraduate and 3.0 for graduate students and minimum PACE requirement of 67%.)
- The important element that distinguishes an internship from a short-term job or community service is the intentional learning objectives that the student brings to the experience. Goals for the internship may include:
 - » Academic Learning – applying knowledge learned in the classroom to tasks in the workplace.
 - » Career Development – gaining knowledge necessary to meet minimum qualifications for a position in the field of interest.
 - » Skill Development – an understanding of the skills and knowledge required in a specific job category within the industry.
 - » Personal Development – gaining decision-making skills, critical thinking skills, increased confidence and self-esteem.

Internship Appeals

- If a student is unable to complete their internship due to circumstances that are outside their control, the student can appeal the failing internship grade for a withdrawal by submitting an Exception Form to the DigiPen Internship Committee for review.

Company Approval of Internships for Credit

- There must be a full-time employee who has completed one project or shipped one game (research, games, film, animation, technology, software, hardware, etc.) in the last five years and preferably multiple projects in the past ten years who supervises and acts as a mentor to the student in their field of study on-site.
- The internship must be performed at an on-site location with the supervisor in attendance.
- In general, startup companies are not approved for internship credit. If any exception to this policy is requested, the DigiPen Internship Committee will review the reasoning for exception based on the Internship Exception Process.
 - » NOTE: Companies may be approved for ONE program, but not for another. For example, a film company that has never made any software programs may be approved for an art intern but not a programming intern.

Registering for an Internship for Credit

1. Before applying for an internship, identify if the internship meets the general internship guidelines for credit.
2. Conduct a job search, submit application materials, and proceed through company's hiring process.
3. Once offered an internship, use the DigiPen Job Portal "Register an Internship for Credit" button or paper forms to report an internship for approval.
 - » NOTE: If you submit the forms after the registration deadline, the internship will not be counted for credit.

NOTE FOR INTERNATIONAL STUDENTS:

- a. All work in the United States must be for academic credit.
- b. After your internship paperwork is approved, you must visit International Student Services to register your internship in SEVIS before starting your internship.
- c. See attached Curricular Practical Training Policy for additional requirements on page 6.

During the Internship

The Internship Coordinator will contact the company supervisor at various times during the internship. Contacts are to track student progress as well as help companies manage students. Internship Coordinators reserve the right to visit the company on-site throughout the semester. In addition, Internship Coordinators will use the following documents to oversee student internships.

- Timesheets submitted by the student every other week and signed by on-site supervisor.
- Mid-term and Final Evaluations of student work completed by the on-site supervisor.
- Student journal entries every 2 weeks detailing student work without breaking company NDA or confidentiality.
- Final post-mortem submitted by student with reflection of internship experience.

Passing grades will not be assigned until all internship documents have been submitted via the DigiPen Job Portal or paper form.

Students: Registering your Internship in the DigiPen Job Portal

Students who would like to receive course credit for an internship must register their internship with DigiPen Institute of Technology through the DigiPen Job Portal or via the paper form.

Section 1: To register your internship on the DigiPen Job Portal, please follow the steps below:

1. Visit www.digipen.edu/jobportal
2. Click the red "Student/Alumni Login" button
3. Sign in to your account or register for an account
4. Click "Register an Internship for Credit" button on the left tool bar of the homepage
5. Complete the form with information about your internship
6. Await approval for your internship

Section 2: To verify that your internship has been approved, please follow the steps below:

1. Visit www.digipen.edu/jobportal
2. Click the red "Student/Alumni Login" button
3. Sign in to your account
4. Click "My Account" on the top toolbar and then "My Activity" on the drop down menu
5. Select "Internships" tab
6. Click "View" next to your internship record
7. Under the Timeline Information section, your Internship Timeline Status will change from "Pending" to "Active" when your internship has been approved. NOTE: The approval process may take 3-4 days

Students: Writing Journal Entries in the DigiPen Job Portal

Throughout the semester, you are required to write journal entries every other week that document the task that you're working on at your internship, including tools used, hours worked, team or office communication issues or concerns. Please do not break NDA or confidentiality in your journal entries.

To complete your journal entries, please follow steps 1-6 from section 2, above, then:

1. Under the Miscellaneous Information section, type a new journal entry into the next available text box
2. Click the green "Save" button to submit

Students: Submitting your Post-Mortem

Near the end of the semester, you will receive an email with a link to complete an online post-mortem. The following questions will be asked in the post-mortem assignment.

- What went well during your internship experience this semester?
- What went poorly at your internship this semester?
- What would you have done differently?
- What could DigiPen Institute of Technology do better to prepare you for internships?

Students: Submitting your Time Sheets

Students must submit time sheets (see the Internship Timesheet form) signed by their supervisor with the hours worked at their internship every other week. Be sure to indicate the week dates that you worked on each time sheet. A summarized time sheet at the end of the semester is not acceptable. All time sheets must be signed by the company supervisor. Time sheets can be printed, signed, and scanned and then either submitted digitally via Moodle or emailed to the student's Internship Coordinator or submitted by hand to the Academic Support Window (2nd floor).

Curricular Practical Training (CPT) Policy

For F-1 Visa International Students Only

Curricular Practical Training is available to F-1 visa holding students, if all the following conditions are met:

- A student must be lawfully enrolled on a full-time basis at DigiPen Institute of Technology for at least one consecutive academic year (Fall Semester, Spring Semester).
- Employment must be approved for course credit and must be an integral part of the established curriculum.
 - » An integral part of the established curriculum is defined by being a credited course that is required to complete a program of study.
- Employment must be in the field of study.
- A student may work part-time CPT during a required semester (Fall and Spring Semesters) as to meet the full-time enrollment requirement (undergraduate: 12 credits; graduate: 9 credits).
 - » A student may work full-time CPT during a non-required semester (Summer Semester) if they are not enrolled in full time credit load.
 - » Note: Use of 12 months or more of full-time CPT will eliminate a student's eligibility to apply for OPT (Optional Practical Training).
- A student may not start working until the approved CPT is entered into SEVIS and the CPT-endorsed I-20 is given to the student.
- A student may not work after the CPT end date listed on the I-20.
- A student must get separate authorizations for each CPT the student applies for.
- Dates for SEVIS authorizations for each CPT the student applies for.
 - » Fall Term: September 1st-December 31st
 - » Spring Term: January 1st-April 30th
 - » Summer Term: May 1st-August 31st
- Students are responsible for ensuring all documentation and hour requirements for the internship credit is submitted by both employer and student by the end of the academic term, regardless of the end of the internship contract.

INTERNATIONAL STUDENT SERVICES INTERNAL ADMINISTRATION:

Company name on I-20 must be the official and full company name that has the student on payroll (ex: Company Name Corporation; Company Name, LLC).

CPT documents needed to be filed with DigiPen Institute of Technology:

- Documentation from an Academic Advisor that includes:
 - » Confirmation that the CPT is approved for credit (including number of credits)
 - » Confirmation that the employment is an integral part of the program of study
 - » Confirmation that the student is registered for the credit
 - » Number of hours of employment per week
 - » When the student will complete the program of study
- Documentation that includes:
 - » Type of employment requested
 - » Number of hours of employment per week
 - » Dates of Employment
 - » Employer Name and Address
 - » How or why the employment is curricular
- Documentation from the Employer that includes:
 - » Job Title
 - » Dates of Employment
 - » Number of hours of employment per week
 - » Brief description of the work

Internship Exception Form for Employers

If a company does not align with the requirements outlined in the internship guidelines, employers may request an exception to DigiPen's internship policies to provide credit for their internship. To make a request for exception, complete the following information and return this form to careerservices@digipen.edu.



Employer Name:

Company:

Employer Contact Email: Phone Number:

Please describe the internship policy or procedure that you are requesting an exception for:

Please provide reasoning for granting an exception to the policy or procedure stated above:

Employer Print Name:

Signature: Date:

INTERNAL USE ONLY

Exception Granted: Exception Not Granted:

Reasoning by Committee:

Committee Members in Attendance:

Internship Exception/Appeals Form for Students



If a student would like to register for an internship (for credit) but the student's status or company does not align with the requirements outlined in the internship guidelines, students may request an exception to DigiPen's internship policies. In addition, if a student would like to appeal a failing internship grade, students must complete the following information and return to Internship Coordinator for your degree program.

Student Name:	<input type="text"/>	Student ID:	<input type="text"/>
Student Email:	<input type="text"/>	Student Phone Number:	<input type="text"/>
Company (if applicable):	<input type="text"/>	Supervisor (if applicable):	<input type="text"/>
Company Contact Email:	<input type="text"/>	Company Phone Number:	<input type="text"/>

Please describe the internship policy or procedure that you are requesting an exception for:

Please provide reasoning for granting an exception to the policy or procedure stated above:

Student Print Name:

Signature: Date:

INTERNAL USE ONLY

Exception Granted: Exception Not Granted:

Reasoning by Committee:

Committee Members in Attendance:

Internship Timesheet

Students must submit time sheets signed by supervisor with hours worked at their internship every other week. Time sheets can be submitted to the Academic Support Window (2nd Floor) or to your Internship Coordinator via emailed scan copy.



Student Name: Course:

Company:

Supervisor Name:

Time Period Days:

Week Number: Week 1-2 Week 3-4 Week 5-6 Week 7-8
 Week 9-10 Week 11-12 Week 13-14 Week 15-16

DATES OF THE WEEK (MON-SUN):

HOURS WORKED

Week:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Totals
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Totals
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Supervisor Initials:

Student Initials:

Comments/Concerns

DigiPen Institute of Technology Internship Form

If you choose not to use the DigiPen Job Portal, please complete this form.



Student Name: Student ID:

Student Email: Student Phone Number:

Degree Program:

International Student: Yes No

Academic Status: Junior Senior First Year Master's Second Year Master's

Internship Start Date: Internship End Date:

Company:

Company Mailing Address:

Supervisor/Contact Name: Phone Number:

Supervisor's Title: Supervisor's Email:

Company Main Phone Number: Company Main Email:

Learning Objectives

List four or more learning objectives for this internship.

Job Description

Attach an overview of the type of job to be performed.

COMPANY SUPERVISOR ROLES AND RESPONSIBILITIES

The internships are a learning experience for the student and companies/supervisors are, in effect, helping to train and prepare students for work post-graduation. For DigiPen Institute of Technology, company supervisors should:

- Meet with student(s) on a weekly basis, at a minimum, to review student task lists.
- Provide support for students when necessary.
- Train the student for the role they are performing by providing feedback on work, explanation of duties, training on tools such as software, explanation of business practices, etc.
- Provide feedback to DigiPen Institute of Technology on the student's performance of the internship tasks and training.

If a problem arises that the company feels will directly affect the student's continued work with the company, the supervisor or company recruiter should immediately contact the DigiPen Institute of Technology Internship Coordinator. The Coordinator will take steps to help resolve the problem, including acting as intermediary in any conflict.

DigiPen asks that the company supervisor be willing to mentor this student and to inform the DigiPen Internship Coordinator of any problems, including but not limited to, problems that may result in the firing of the student.

(PLEASE KEEP A COPY OF THIS FORM AND GUIDELINES FOR YOUR REFERENCE)

Company Supervisor Signature:

Date:

STUDENT ROLES AND RESPONSIBILITIES

Internships are highly monitored by DigiPen Institute of Technology and your company supervisor. Review and initial the following:

Complete the Learning Objectives and attach a job description to this document.

Meet with the appropriate DigiPen Institute of Technology Internship Coordinator to discuss internship and company.

Submit all paperwork for approval (the Internship Form), signed by you and your supervisor.

Submit a time sheet and journal entry every other week to your Internship Coordinator.

Submit a post-mortem at the end of your internship.

INTERNATIONAL STUDENTS: Take a copy of this completed form to the International Student Services Coordinator after you have received approval for your internship.

I have read and understand the requirements for this internship and have received the approvals of the Internship Coordinator and the Company Supervisor.

Student's Signature:

Date:

INTERNSHIP COMPLETION AND GRADING

Students must present a post-mortem reflection of their internship during finals week of the semester in which the internship course is taken. The four components of the final grade (Pass or Fail) are:

- Mid-term and final evaluations, filled out by the student's company supervisor; The student post-mortem, written by the student to self-evaluate the experience; Student time sheets.
- Instructor feedback gained from observation or communication with the supervisor(s).

Internship Coordinator Signature:

Date:

Internship Evaluation Form



We appreciate your supervision of the student below as an intern with your company. In order to establish this student's grade for the internship, we would like to ask you to evaluate their work and contribution. Please take a moment to complete this form and return it to the address below. Thank you once again for your assistance.

- Charles Duba, CE Internship Coordinator
- Rob Kmiec, BFA Internship Coordinator
- Dmitri Volper, MS CS Internship Coordinator
- Lawrence Schwedler, BAMSD/BSESD Internship Coordinator
- Jen Sward, RTIS/BAGD/BSGD Internship Coordinator

Supervisor/Contact Name:

Supervisor's Title:

Company:

Supervisor's Email: Phone Number:

Student Name: Student ID:

Internship Start Date: Internship End Date:

REQUIRED: OVERALL EVALUATION OF THE INTERN

Satisfactory: Unsatisfactory:

OPTIONAL: PLEASE DESCRIBE THE OVERALL PERFORMANCE OF THE INTERN

OPTIONAL: JOB SPECIFIC OBJECTIVES

Please describe the types of tasks or duties assigned and completed by the intern:

OPTIONAL: PLEASE EVALUATE THE STUDENT ON THE FOLLOWING:

- 1: **Unsatisfactory.** 2: **Met minimum, but needs work.** 3: **Met expectations.** 4: **Exceeded expectations.** 5: **Consistently exceeded or outstanding.**

Please use the above scale to evaluate the student on the following:

Prepared – The intern was adequately trained for the tasks assigned.

1: 2: 3: 4: 5:

Learning – The intern was able to learn new skills as required.

1: 2: 3: 4: 5:

Technical or Artistic skill – did it meet your level of expectation?

1: 2: 3: 4: 5:

If not, please list skills/tools that could improve a future intern or hire for your company:

Communication– Positive, easy to talk with, expresses self clearly.

1: 2: 3: 4: 5:

Commitment – Dedicated to achievement of project tasks. Sets and meets individual goals.

1: 2: 3: 4: 5:

Work Ethic – Displays a positive attitude, sets achievable goals.

1: 2: 3: 4: 5:

Teamwork – Co-operates with peers, follows directions, is respectful to others.

1: 2: 3: 4: 5:

Other (Please explain below.)

1: 2: 3: 4: 5:

ADDITIONAL COMMENTS

Supervisor Name:

Supervisor Signature:

Date: