

# Internship Guidelines and Documentation

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Internship Timesheet

**\*Exception Forms will be provided by the Office of Career and Alumni Development upon request**



# Internship Guidelines

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 a physical form, contact the Office of Career and Alumni Development.

## General Information

- Internships must be art, design, production, programming, computer engineering, sound design, music arranging or composing, sound engineering, or otherwise directly related to the field of study of the student.
- 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.

## Getting Started

*Students are encouraged to meet with a Career Services representative prior to registering their internship for credit.*

- 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%).
- It is the student's responsibility to seek the internship and successfully go through the hiring process of the company they choose.
- To receive credit, students must report their internship on the DigiPen Job Portal using the "Add Co-Op" option.
  - » NOTE: Internships must be approved for credit before they start, not after they are completed.
- Timesheets are required and it is the responsibility of the student to submit a timesheet every two weeks via paper copy to the Academic Support window (on 2nd Floor near Student Affairs) or to their Internship Coordinator directly.
- One internship course may be taken per semester.
- Students should refer to their degree program description to confirm which requirements may be met with internship courses.

## Financial Considerations

- **Internships are assessed at the same cost per credit as classroom-based courses.**
  - » NOTE: Summer classes may not be covered by federal financial aid, therefore it is typically the responsibility of the student to pay the full credit amount for summer internships.
- Internships for credit can be part-time or full-time but the student must be compensated.

## Credit Considerations

- Internships 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), 4 credits (180 hours), and 3 credits (135 hours).
  - » NOTE: Domestic students may not apply more than 25 hours of work each week towards their internship.
  - » NOTE: International students may not apply more than 20 hours of work each week towards their internship due to policies enforced by the United States Citizenship and Immigration Services (USCIS).
- Internship hours must be completed within a semester. Transferring hours from one company to another for the same internship course will not be allowed.

## Company Considerations

- Internships taking place outside of the United States must be approved on a case by case basis.
- Students may consult their Internship Coordinator to determine the approval of an internship provider.

# 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.
  - » Student and Employer Exception Forms are available on request at the Office of Career and Alumni Development

## Company Approval of Internships for Credit

- There must be a full-time employee who has completed one project or shipped one product (research, game, 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 degree 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.

## During the Internship

The Internship Coordinator will contact the company supervisor at various times during the internship 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 at least every 2 weeks detailing student work without breaking company NDA or confidentiality.
  - » NOTE: Expectations for content and frequency of entries are determined by the Internship Coordinator.
- Mid-Term and Post-Mortem evaluation submitted by the 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. Please note that internships are referred to as “Co-Ops” in the Job Portal.

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

1. Visit [www.digipen.edu/jobportal](http://www.digipen.edu/jobportal).
2. Sign in to your account or register for an account.
3. Go to “Dashboard”.
4. Select “Add Co-Op” on the bottom right of the Dashboard under “Co-Op Information”.
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](http://www.digipen.edu/jobportal).
2. Sign in to your account.
3. Select “View my Co-Op Records” on the bottom right of the Dashboard under “Co-Op Information”.
4. Select the “View” option displayed on the right side of the record.
5. Under the Timeline Information section, your Status will change from “Pending” to “Active” when your internship has been approved.

# 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 but not limited to tools used, hours worked, and/or 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 evaluation. It is encouraged to reflect on the learning objectives you stated in the Internship Registration form for this evaluation.

# Students: Submitting your Timesheets

Students must submit timesheets signed by their supervisor with the hours worked at their internship every other week. Students may use the DigiPen Timesheet template or one provided by the company. They must indicate the week dates worked on each timesheet. A summarized timesheet at the end of the semester is not acceptable. **All timesheets must be signed by the company supervisor.** Timesheets can be printed, signed, and scanned and then either emailed to the student’s Internship Coordinator or submitted 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:

- All work in the United States must be for academic credit.
- A student must be lawfully enrolled on a full-time basis at DigiPen Institute of Technology for at least one consecutive academic year.
- 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 align with the expected outcomes of the degree program.
- A student may work part-time CPT (20 hours a week maximum) 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 they visit International Student Services to register their internship in SEVIS and receive a CPT-endorsed I-20.
  - » 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.

*Internal Administrative requirements for CPT are processed exclusively through the DigiPen Job Portal.*

# Internship Timesheet

Students must submit timesheets signed by supervisor with hours worked at their internship every other week. Timesheets can be submitted to the Academic Support Window (2nd Floor) or to the appropriate Internship Coordinator via a scanned copy.



Student Name:  Course:

Company:

Supervisor Name:

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

## HOURS WORKED

Start Date:	Mon	Tues	Wed	Thurs	Fri	Totals
End Date:						

Start Date:	Mon	Tues	Wed	Thurs	Fri	Totals
End Date:						

Supervisor Initials:

Student Initials:

## Comments/Concerns

