**Art Program Internship Agreement**

The purpose of the internship is to art + design majors with realistic work experience during their junior and/or senior years. In order to obtain a better understanding of the professional environment, students will apply classroom training and theory to work situations.

* An internship must be arranged and approved in advance of the actual work experience.
* A student intern will register for ART451 (1 credit) ART452 (2 credits) or ART(453) three credits, based on the amount of hours to be spent at the internship site. 150 hours over the course of a semester (average 10 hours a week for 15 weeks) = 3 credits; 100 hours over the course of a semester (average 6.6 hours per week for 15 weeks) = 2 credits; 50 hours over the course of a semester (average 3.3 hours per week for 15 weeks) = 1 credit.
* A formalized schedule of work-related activities should be developed by the student intern in consultation with the faculty adviser and the participating sponsor. It is the student's responsibility to develop this schedule in order to insure an orderly procedure for participation in the program.
* The student intern will be reviewed twice during the semester and should maintain weekly contact with the faculty adviser. The final review and summation will be performed in cooperation with the participating sponsor.
* The student intern will prepare a final written report describing in detail the total work experience. This report should be given to the Director of the Art Program.
* A final grade will be determined from reviews by the faculty adviser and the participating sponsor and from the quality of the final reports.

Butler University, the Jordan College of Fine Arts and the Art Program do not control the way in which the internship/experiential learning experience (“experience”) and the experience site (“site”) is structured or operates. In granting academic credit for this experience, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students and worthy of University credit, but makes no assurances, express or implied. The student should take appropriate precautions, based on his/her personal health and other circumstances, to ensure that the experience does not pose an undue health or other risk to him/her. The student understands that any experience or associated travel carries with it potential hazards that are beyond the control of the University and its agents or employees.

The student understands that the sponsor is to provide a valuable learning experience in a professional business environment. Accordingly, the University encourages each student to advise it as soon as possible if the experience does not meet his/her expectations in any manner, or if any issue occurs at the sponsor's site that interferes with his/her experience.

Insurance Coverage

The student has sufficient health, accident, disability and hospitalization insurance to cover me during the experience. The student further understands that he/she is responsible for the costs of such insurance and for the expenses not covered by this insurance, and understands that the University does not have an obligation to provide him/her with such insurance.

The student assumes full responsibility for his/her undisclosed physical or emotional problems that might impair his/her ability to complete the experience, and he/she release the University from any liability for injury to him/herself or damage to or loss of his/her possessions.

The student understands that if he/she uses his/her personal vehicle for the benefit of the entity that sponsors the experience, the University has no liability for personal injury or property damage which may result from that use. The student agrees to rely solely on his/her personal vehicle insurance coverage and not on any insurance provided by the entity sponsoring the internship.

The student understands that he/she will not be entitled to unemployment compensation benefits upon completion of the experience. Further, he/she understands that the University assumes no liability for personal injury that he/she may suffer in the course of his/her internship. Moreover, it is his/her responsibility to ascertain whether the entity sponsoring the experience provides workers compensation coverage for him/her.

Personal Conduct/Termination of Participation

The student understands that the responsibilities and circumstances of the experience may require a standard of professional decorum. Therefore, the student indicates his/her willingness to understand and conform to the professional standards of the site as well as the terms of the University Rules of Conduct and any rules of conduct adopted by the applicable college or University program. The student agrees that should the internship supervisor decide, in his/her sole discretion, that the student must be terminated from his/her experience because of conduct that might bring the experience into disrepute or jeopardy or which violates the University's Rules of Conduct or other rules applicable to him/her, that decision is final and may result in the loss of academic credit and forfeiture of tuition. The student also understands that the University may terminate his/her participation in the experience for other reasons it deems appropriate, in its sole discretion. The student also understands that he/she may face University disciplinary action for violation of the Rules of Conduct or other applicable rules at the site or other property owned or operated by the sponsoring entity.

General Release

The student understands that the University reserves, in its sole discretion, the right to cancel, change, or substitute experiences in cases of emergency, changed conditions, or in the general interest in the internship/experiential learning program. The student understands that the supervisor may take any actions he/she considers warranted under the circumstances to protect his/her health and safety and/or to guard the integrity of the experience, including termination of the internship experience. The student realizes that the supervisor has no express or implied duty to ensure his/her health or safety. The student also releases and waives any rights or claims that he/she may have relating to or arising out of the release of any and all information and records about the experience to University representatives, and hereby authorize the site sponsor to release such information and records as may be requested by University from time to time.

It is further expressly agreed that the site and its use of any and all facilities shall be undertaken by the student at his/her sole risk and the University shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions whatsoever to him/her or to his/her property arising out of or connected with the experience, whether or not sponsored by the University. The student releases, discharges, and promises not to sue the University, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to him/her, death, or property damage, resulting from his/her participation in the experience, excepting liability due to the willful negligence or misconduct of the University.

To be filled out by the Intern’s Supervisor:

This is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be placed as an intern at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester \_\_\_\_\_\_\_\_\_\_\_\_\_.

The intern has agreed to work \_\_\_\_\_\_\_\_\_ hours per week, for a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours over the course of the semester. The assignment will begin\_\_\_\_\_\_\_\_\_\_\_.The assignment with your organization will end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We anticipate assigning the intern to the following tasks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We recognize that, since students will be receiving academic credit for their internships, we will monitor progress and provide, if necessary, a completed report on the activities of the intern.

Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Intern’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course # for Registration Permission\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Butler University Internship Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Art Program Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_