Employer Internship Information

The Career Center is happy to work with employers who meet the following criteria:

- Organizations which accurately describe the responsibilities and requirements for their opportunities including the name and location of the organization in all public communications
- Organizations which clearly publicize all conditions for advertised positions; this includes unpaid internships and commission – only positions
- Organizations which meet the State of Ohio minimum wage guidelines for positions ($7.95)
- Organizations which comply with Federal, State, equal employment opportunity laws and regulations

Internships:
The Cleveland Institute of Art strongly encourages students to pursue internships. Internships are educationally-based, career-related work experiences that give students an opportunity to work alongside established professionals in the student’s area of interest. Students work under a designated supervisor, someone with skills and abilities at a higher level than that of the student who has the ability to act as a mentor to assist the student in learning new skills and techniques. Internships can:

- Provide course-credit or be non-credit-bearing
- Be paid or unpaid
- Be part-time or full-time
- Be full time during the summer or part-time during the academic year

Credit-bearing Internships:
Internships may be eligible for academic credit, when approved by the student’s academic department and the Experiential Learning Specialist. CIA expects sponsors of internships for credit to collaborate with the student to develop learning goals which provide career-related experiences that are of sufficient challenge to college-level students.

Paid vs. Unpaid Internships?
We recommend employers provide compensation to students to attract qualified candidates and to recognize their contribution to the workplace. For some students, taking an unpaid internship may constitute an economic hardship. If you cannot pay an hourly wage for a CIA intern, you might consider offering some other form of compensation such as a stipend to cover daily meals or travel costs, or provide credit tuition reimbursement for internship credits, especially for a full time internship. Receipt of academic credit in addition to wages (or other compensation) for an internship does not represent a conflict of interest for employers. Non-profits that cannot offer an hourly wage are encouraged to consider alternatives such as stipends or travel costs. Payment negotiations take place between the employer and the intern; CIA does not take part in compensation negotiations.

Career Center
If offering an unpaid internship, it must meet the 6 criteria set forth by the U.S. Department of Labor. Please refer to Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act.
http://www.dol.gov/whd/regs/compliance/whdfs71.htm

Hiring an Intern:
- Create an internship job description that is similar to a job description including the professional nature of the work expected and post the opportunity on College Central www.collegecentral.com/cia/
- Collaborate with the student to develop learning goals to ensure a meaningful experience
- Provide necessary equipment, software and workspace
- Although some administrative tasks are necessary, employers should keep busywork to a minimum
- Supervise and provide meaningful and constructive feedback
- Communicate any concerns or issues about the progress of the experience with the Experiential Learning Specialist, Rachel Browner, rbrowner@cia.edu or 216-421-8072

Freelance Opportunities:
Many students welcome the opportunity to freelance. Freelancing is defined as a “working arrangement” where the student uses his/her skills and abilities to perform a service for an individual or employer with whom they are not employed. CIA strongly encourages students to work with a written document/agreement which clearly outlines the scope of the work ensuring clear communications, expectations and deliverables.

Virtual Internships:
If the student is working virtually the employer must be available to the intern via phone, Skype, or other medium for regularly scheduled weekly meetings. The employer must clearly state how interns will be supervised, develop professionally, and receive training outside of a traditional work environment.

Hiring an International Student:
Employers hiring international students must provide an employment letter to the student before work commences. Please print on letterhead and clearly state the job title, job description, city and state of job, starting and ending dates, number of hours per week and any salary agreements.

Right To Refuse Service:
All job listings are posted at the discretion of the CIA’s Career Center. Staff is committed to the principles of equal opportunity, respect and fair treatment for all regardless of race, color, sex/gender, age, ethnicity, religion, national origin, sexual orientation, disability, marital status, or status of a military veteran. Accordingly, we reserve the right to reserve any prospective employer whose postings, policies or procedures appear to violate this commitment.

We do not post jobs that require an initial monetary investment from the student or jobs posted by third party agencies.

Career Center

Cleveland Institute of Art
Creativity Matters

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