Employer Internship Information

The Cleveland Institute of Art defines an internship as a meaningful learning experience that provides students or recent graduates an opportunity to gain important knowledge and skills in a particular career field. Direct supervision from a seasoned professional is a necessary component of an internship. 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

A credit-bearing internship is part of a student’s academic program, and must offer a learning component to the student which advances the student’s skills in his/her field. It is a formal collaboration between the student, the employer, CIA faculty and Internship Coordinator.

**Employer responsibilities:**
- Create an internship job description and post the opportunity on College Central
- Collaborate with the student to develop learning goals; Approve duties, hours and expectations with written signature
- Supervise and provide meaningful and constructive feedback
- Complete end-of-semester written performance evaluation (provided by the Career Center)
- Communicate any concerns or issues about the progress of the experience with the Internship Coordinator

**Student responsibilities:**
- Develop well thought out learning objectives for the internship including duties, hours and expectations
- Identify a faculty sponsor for advice and guidance
- Obtain written approval from the employer, the faculty sponsor and the Internship Coordinator
- Work 120 hours (approximately 8 hours a week for 15 weeks) in order to earn 3 credit hours; 60 hours for 1.5 credits.
- Complete the evaluation form at the end of the internship

A non-credit-bearing internship is less formal, but we encourage interns and employers to collaborate on the learning experience to maximize the success of the experience. The Internship Coordinator is available to address concerns or issues during the internship period.

**Compensation**
We recommend employers provide compensation to students to attract qualified candidates and to recognize their contribution to the workplace. If you cannot offer an hourly wage, 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.

Employers can post full-time part-time jobs, freelance and internship opportunities through CIA’s user-friendly online system at [www.collegecentral.com/CIA](http://www.collegecentral.com/CIA).

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