



Internship Guidelines

The Art Institute of Houston Internship program is an important element in our curricula. Work experience for college credit provides each student with a practical base for professional and personal growth. This work experience allows students hands-on observation and participation with successful business operations. **Quarters begin in January, April, July and October and requests must be submitted prior to the beginning of each quarter.**

Internships must be established by the first Friday of each quarter

Internship Program Guidelines:

- Student is required to work a total of 110 hours over the course of the quarter. The student must work a minimum of 10 hours per week and may work more hours if his/her class schedule allows.
- Employer determines compensation, which could be an hourly rate or stipend. Most companies provide an hourly wage for student interns.
- Employer daily guides and supervises the student's activities. Student must have a supervisor that has similar design skills, education or background.
- The employer has an **established office location, provides the needed equipment (hardware and software)** for the intern. The student **must work from their place of employment at least once weekly.**
- Supervisor completes a mid-term and final evaluation report. Student receives course credit for Internship completion when the evaluations are submitted to the class instructor.
- Ongoing, constructive supervisor feedback with the student intern regarding his/her progress is encouraged and expected.

Please complete the attached Internship Request form and return via e-mail to mkrobinson@aii.edu. Thank you for your support of The Art Institute of Houston Internship Program.

Sincerely,

Mary Kate Robinson
Career Services Director
The Art Institute of Houston
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