



Career Services Department, 420 Boulevard of the Allies, Pittsburgh, PA 15219-1328
Phone (412) 291-6395 Fax (412) 263-3805 rmccafferty@aii.edu

Thank you for your interest in the Internship Program at The Art Institute. Please read over and complete the following paperwork, which details our requirements for internship placement. Specify the skills the intern will need to utilize in the internship as well as a basic description of the position. This information is necessary to obtain educational program approval for the internship. Once the Academic Department Director in the program that applies to your request has approved the paperwork, Renee McCafferty will be contacting you with the resumes of interested candidates.

After completing the form, please sign it and return it to the Career Services Department by email or fax (information located on the top page of the form).

Once your request is received and processed, someone from the Career Services Department will contact you in an effort to fill the position. Students who have a cumulative grade point average of 2.75 and are in the 6th, 7th or 8th quarter of their associates program or the 11th or 12th quarter of their bachelors program are eligible for an internship. For an internship to qualify for academic credit, it must provide the student with the following:

- **99 hours of work over an 11 week quarter (approximately 9 hours per week). It is recommended that full time students work no more than 15-20 hours per week to responsibly manage their class schedule.**
- **Supervision and access to equipment/hardware/software at internship site in order to fulfill internship duties**
- **Experience relevant to the student's program of study utilizing the skills and competencies of the respective program**
- **During the internship, the Supervisor will be expected to provide training to the intern and approve the regular log of internship hours worked. The Supervisor will also be required to complete a mid-term and final internship evaluation for the intern.**

Thank you for your interest and I hope to hear from you soon.

Sincerely,

Renee McCafferty
Student Employment Advisor

PLEASE UNDERSTAND THAT THE ART INSTITUTE OF PITTSBURGH CANNOT GUARANTEE THAT A CANDIDATE WILL BE AVAILABLE TO MEET YOUR NEEDS FOR THE QUARTER YOU ARE REQUESTING. OUR QUARTERS ARE 11 WEEKS AND BEGIN IN JANUARY, APRIL, JULY AND OCTOBER.



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EMPLOYER INTERNSHIP REQUEST FORM

Company Name:	Department:
Intern Supervisor/Contact:	Title:
Address:	Email:
City, State, Zip:	Website:
Phone Number:	Fax Number:

Will a wage or stipend be offered for this internship? Yes No

If yes, what wage or stipend will be offered? _____

Total number of Students needed? _____

Signature of Intern Supervisor Acknowledging Request _____

Brief Description of Intern’s duties including any projects they will be assisting with:

Please be aware that if your requirements for an intern involve skills from various programs, you may need more than one student to fulfill your needs (i.e. photography and graphic design).....

Student’s Academic Department Director Approval _____ **Date** _____

