

# **PHOTOGRAPHY + IMAGING**

## **Internship Agreement, Registration Procedure, and Evaluation Forms**

In this packet, you will find the forms necessary to begin and complete an internship. These forms are for majors in the department of Photography & Imaging. During the fall and spring semesters, students must be Juniors or Seniors. During the summer all students may do an internship; summer due dates for forms vary according to the summer session schedules and the schedule of the sponsor. Students may take up to 6 credits of internship for studio credit during their career as Photography & Imaging majors; credits beyond 6 will count toward electives.

### **Contents of this packet include:**

#### **Internship Agreement**

Students, you will not be able to register yourself for Internship H82.1300 on Albert. The internship agreement form, when completed with all signatures will enable the department to register you for the course. You may do this according to the normal registration schedule, but you should give yourself an extra few days to gather all of the signatures needed. The last day to complete the registration is the same as the last day to register for classes for that semester.

If the sponsor needs a letter from the department stating that you will receive credit, please indicate that on the agreement form.

#### **Sponsor Internship Application**

Your sponsors must complete this application. If you found your internship in our binder or if your sponsor has completed an internship with you or another student in the past for the same type of placement, your sponsor does not need to do another.

#### **Sponsor's Midterm Evaluation and Student's Midterm Evaluation**

Due November 1 (for fall semesters internships) or March 15 (for spring semester internships). Summer evaluations are due according to summer session schedules and sponsor's schedule-see Faculty internship coordinator.

#### **Sponsor's Final Evaluation and Student's Final Evaluation**

Due December 15 (for fall semesters internships) or May 1 (for spring semester internships). Summer evaluations are due according to summer session schedules and sponsor's schedule-see Faculty internship coordinator.

***Note to students: it is your responsibility to follow these deadlines. No students can receive internship grades until all of the students have completed the forms.***

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## Internship Agreement, Registration Procedure, and Evaluation Forms

For students who seek an internship, please use the resources in the department library and then speak to Mark Jenkinson, faculty internship advisor. Your sponsor may also have to fill out the sponsor application or downloadable as a separate pdf on [photo.tisch.nyu.edu](http://photo.tisch.nyu.edu).

### Registration Procedure:

1. Fill out, sign and obtain supervisor's signature of the Internship Agreement (below).
2. Obtain the signature of the Faculty Coordinator.
3. You will receive a copy of your form complete with an administrative signature in your mailbox. The administrative signature indicates that you are registered in Albert-please check your registration to make sure everything is all balanced out.

### Evaluation and Pass/Fail Grading Procedure:

1. Mid-term evaluation forms due from sponsor and student. See forms for due dates.
2. Mid-term grades posted on Albert. Midterm grades are not a part of the student's academic record and are used to evaluate the student's performance only.
3. Final evaluation forms due from sponsor and student. See forms for due dates.
4. Final grades are posted on after all interns for the semester have both evaluations completed.

## INTERNSHIP AGREEMENT

Name of Intern (Photography & Imaging majors only): \_\_\_\_\_

Student ID: N \_\_\_\_\_ Year: Sophomore (rising-Summer ONLY) / Junior / Senior

Internship Sponsor: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Internship Title / Nature of Work: \_\_\_\_\_ Hours/week: \_\_\_\_\_

Semester and Year: \_\_\_\_\_ Number of Credits: \_\_\_\_\_ studio or elective

*If summer, will you pay the lab fee \$325 as of Summer 2008 for lab access?*

Do you need a letter for your sponsor indicating the student will receive credit needed? YES / NO

*For fall and spring, 14 weeks, \_\_\_\_\_ hours per week divided by 4 equals the number of credits earned  
For summer, which is a shorter semester, you may use the equation 56 hours = 1 credit  
Students may register for a maximum of 6 studio credits (usually 2 to 4 per semester).*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:

Registration action: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Letter Mailed: \_\_\_\_\_ Date: \_\_\_\_\_

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**SPONSOR INTERNSHIP APPLICATION**  
**ATTN: INTERNSHIP COORDINATOR**

Name of Business / Organization: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Internship title / Nature of Work: \_\_\_\_\_

Hours/week: \_\_\_\_ If not yet set, indicate Min/Max hrs/wk: \_\_\_\_ to \_\_\_\_ or Preferred hrs/wk: \_\_\_\_

Please approximate the work distribution, with an estimated total of 100%:

<b>TECHNICAL</b>	Percentage	<b>CLERICAL/ADMINISTRATIVE</b>	Percentage
Lighting	_____	Filing	_____
Gaffing/Grip Work	_____	Errands	_____
Photographing	_____	Reception/Telephone	_____
Lab/Processing	_____	Word Processing	_____
Computer Imaging	_____	Research	_____
Computer Graphics	_____	Office Management	_____
Print Presentation	_____	Other: _____	_____
Other: _____	_____		
<b>TECHNICAL % TOTAL</b>	_____	<b>CLERICAL/ADMIN % TOTAL</b>	_____

**OTHER INTERNSHIP DUTIES** (Please specify):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER DUTIES % TOTAL** \_\_\_\_\_ **ALL TOTALS = 100%**

**SKILLS REQUIRED:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKILLS PREFERRED:**  
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\_\_\_\_\_  
\_\_\_\_\_

**LEARNING OPPORTUNITY:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN THIS APPLICATION by email [photo.tsoa@nyu.edu](mailto:photo.tsoa@nyu.edu) or by fax 212/995-4068

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**PHOTOGRAPHY + IMAGING**  
**Internship Agreement, Registration Procedure, and Evaluation Forms**

**SUPERVISOR'S MIDTERM EVALUATION**

ATTN: INTERNSHIP COORDINATOR

Name of Intern: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Name of Business / Organization: \_\_\_\_\_

Semester : \_\_\_\_\_ Actual Start/End Dates: \_\_\_\_\_

*As you know, this evaluation forms a basis for grading the student's work. Please return this form by email to [photo.tsoa@nyu.edu](mailto:photo.tsoa@nyu.edu) or by fax to 212/995-4068 by November 1 (for fall semesters internships) or March 15 (for spring semester internships). There will also be a final evaluation due at the end of the semester.*

*If you have any questions, please feel free to call me at 212/992-8454 or email me at [CCMRJ@aol.com](mailto:CCMRJ@aol.com)*

*Thank you for your participation in the internship program and the opportunity this provides for a student.*

*-Mark Jenkinson, Faculty Internship Coordinator*

1. Briefly describe the student's performance and reliability to date.

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2. What are the student's direct responsibilities? If the actual work the student is engaged in differs from the task(s) described in the sponsor application, please comment briefly.

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3. What skills are being developed by the student?

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*continued*

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**SUPERVISOR'S MIDTERM EVALUATION** (continued)

4. Please indicate any suggestions for improvement, if any. (We encourage you to express your views about ways in which this internship can be mutually beneficial and ideal)

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5. Please indicate any concerns which should be brought to the attention of the student's advisor.

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6. Please indicate any concerns which should be brought to the attention of the student's advisor.

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Signature of Supervisor

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Date

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**STUDENT'S MIDTERM EVALUATION**

ATTN: INTERNSHIP COORDINATOR

Name of Intern: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Name of Business / Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Please return this form by email to [photo.tsoa@nyu.edu](mailto:photo.tsoa@nyu.edu) or by fax to 212/995-4068 by November 1 (for fall semesters internships) or March 15 (for spring semester internships). In addition, it is your responsibility to make sure your sponsor's evaluation reaches the department by the same due dates. Summer due dates change according to the summer schedule.*

*If you have any questions, please feel free to call me at 212/992-8454 or email me at [CCMRJ@aol.com](mailto:CCMRJ@aol.com)*

*-Mark Jenkinson, Faculty Internship Coordinator*

1. Describe the work you done so far for your internship.

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2. Is the internship placement what you expected from what was originally described to you or from your first impressions? Please explain.

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**STUDENT'S FINAL EVALUATION** (continued)

3. Describe the most valuable experiences you have had and what you look forward to. Do you have specific recommendations that would improve this type of internship placement?

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4. What skills did you have that have been most employed in your internship? Are there any aspects of your work for which you could have been better prepared? If so, please explain.

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5. Time commitment: Are you often asked to spend more time than what you agreed upon? Are there times when you wish you had more work to do? Please explain.

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6. Supervisory structure and guidance. Do you have a clear understanding of your role with your sponsor? Do you work directly for your supervisor?

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Signature of Student

Date

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**SUPERVISOR'S FINAL EVALUATION**  
**ATTN: INTERNSHIP COORDINATOR**

Name of Intern: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Name of Business / Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

*As you know, this evaluation forms a basis for grading the student's work. Please return this form by email to [photo.tsoa@nyu.edu](mailto:photo.tsoa@nyu.edu) or by fax to 212/995-4068 by December 15 (for fall semesters internships) or May 1 (for spring semester internships). At the end of the semester, students may read your evaluation.*

*If you have any questions, please feel free to call me at 212/992-8454 or email me at [CCMRJ@aol.com](mailto:CCMRJ@aol.com)*

*Thank you for your participation in the internship program and the opportunity this provides for a student.*

*-Mark Jenkinson, Faculty Internship Coordinator*

1. What project was the student engaged in? What were the direct responsibilities of the student?

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2. What role did you, as a supervisor, play in the student's activities?

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**SUPERVISOR'S FINAL EVALUATION** (continued)

3. What kinds of skills do you think this student developed? What did the student learn from this internship?

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4. What recommendations would you make for improvement?

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5. What is your overall assessment of this student's performance?

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Signature of Supervisor

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Date

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**STUDENT'S FINAL EVALUATION**

ATTN: INTERNSHIP COORDINATOR

Name of Intern: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Name of Business / Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Please return this form by email to [photo.tsoa@nyu.edu](mailto:photo.tsoa@nyu.edu) or by fax to 212/995-4068 by December 15 (for fall semesters internships) or April 1 (for spring semester internships). In addition, it is your responsibility to make sure your sponsor's evaluation reaches the department by the same due dates. Summer due dates change according to the summer schedule. You will be able to read your sponsor's evaluation at the end of the semester.*

*If you have any questions, please feel free to call me at 212/992-8454 or email me at [CCMRJ@aol.com](mailto:CCMRJ@aol.com)*

*-Mark Jenkinson, Faculty Internship Coordinator*

1. Please summarize the nature of your role as an intern.

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2. What resources were available to you?

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***continued***

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**STUDENT'S FINAL EVALUATION** (continued)

3. Describe the skills you acquired and what you learned from this placement.

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4. What was the most important thing you learned from this internship?

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5. What is your overall assessment of your performance?

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6. Would you recommend this internship prospect to another student? Please explain.

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date