

## NEW MEDIA ARTS

KAPIOLANI COMMUNITY COLLEGE, UH  
4303 Diamond Head Road  
Honolulu, HI 96816

INSTRUCTOR Ailed E. Garcia  
EMAIL [ailed@hawaii.edu](mailto:ailed@hawaii.edu)  
CELL 808.343.9565

# INDUSTRY HANDOUT NMA INTERNSHIP

### INDUSTRY LOCATION REQUIREMENTS & ROLES

To determine if your location is a valid internship site, your location must meet the following criteria:

**Nature of the Work:** Student intern will be involved in the production of multi-media; The internship supervisor will help determine the roles/responsibilities, learning objectives and schedule of the interns prior to the start of the internship via the *Student Internship Study Plan & Contract* (We ask that you do not schedule beyond the required hours necessary for internship credit—between 140–165 hours per 3 credits they are enrolled in).

**Supervision & Mentorship/Training:** The intern's work is supervised and mentored/trained by a practicing professional in the specific field of multi-media that the student is assigned work in while interning. For the purposes of learning, mentorship and exposure to the field, it is preferable that the internship work be done on location. On rare occasion, an off-site internship may be approved, provided it is paid, and provides the necessary supervision and mentorship to track progress, provide adequate feedback and give the necessary guidance to perform the intern's assigned work.

**Compensation:** *Off-site Internship work must be compensated at minimum wage or above.* On-site internships may or may not

be compensated, depending on how the location meets the 6 provisions set forth by the United States Department of Labor: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

Supervisor must establish whether or not the internship will be paid prior to the start of the internship, and if paid, must establish a rate of pay via the Student Internship Study Plan and Contract.

**Intern Evaluation and Verification of Hours Completed:**

Employer verifies the completion of service hours and agrees to complete, discuss with intern and return the **Intern Evaluation** by the designated deadline to the instructor.

**Maintain contact with internship instructor** and permit occasional site visits, as necessary throughout the intern's term. *Please free to contact the internship instructor Ailed Garcia at ANYTIME: [ailed@hawaii.edu](mailto:ailed@hawaii.edu) or 808.343.9565 cell.*

**Verification:** The company verifies they meet the requirements and role of an internship location by signing this form below.

### ADVERTISE AN INTERNSHIP WITH US

We provide an *Internship Advertisement Template* with the essential information needed when advertising your internship opportunity with New Media Arts.

### STUDENT ROLE & RESPONSIBILITIES THROUGHOUT INTERNSHIP

Student intern will present industry location with this Industry Handout to provide an overview of what the internship will entail on the location and student's behalf.

For 3 units of registered credit, Interns are required to complete 140–165 of internship service hours at an NMA qualified internship location (Twenty-five of the 165 hours are reserved for portfolio preparation, search/interview process, and course meetings).

In conjunction with internship site supervisor, the student will fill-out the Student Internship Study Plan and Contract which stipulates hours committed to the internship, as well as the intern's roles and responsibilities.

Intern will inform the site supervisor & instructor in writing as they approach the end of their required service hours.

Interns will perform internship work as assigned and maintain regular contact with their site supervisor to complete the work.

*As part of the course curriculum, the intern will be responsible for completing the following for the instructor:* Attend Meetings, Read Syllabus, Complete Required Application Materials, Distribute Industry Handout, Complete Student Study Plan and Contract, Sign Release of Liability Form, Submit Progress Reports, Notify of Completion of Hours, Complete and Present Final Internship Brief, Ensure that Employer Evaluation is submitted to instructor by due date, as well as maintain regular contact with the instructor throughout the course of the internship.

\_\_\_\_\_  
INTERNSHIP LOCATION SUPERVISOR Digital Signature

\_\_\_\_\_  
Date

Must be completed jointly  
by supervisor and intern,  
reviewed by instructor, and  
signed by all parties *prior to*  
the start of internship.

Return to: [ailed@hawaii.edu](mailto:ailed@hawaii.edu)

# STUDENT STUDY PLAN & CONTRACT NMA INTERNSHIP

INTERN: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email(s): \_\_\_\_\_

INTERNSHIP LOCATON: \_\_\_\_\_

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

Website: \_\_\_\_\_

Company/Project Information (what type of work does this firm usually do?): \_\_\_\_\_

Site Supervisor Name and Position Title: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email(s): \_\_\_\_\_

Available Mentor(s) & Position Title(s): \_\_\_\_\_

Number of internship credit hours you are enrolled in this semester (3 or 6 credits): \_\_\_\_\_

Number of hours you have committed to work at this location (3 credits =140–165 ; 6 credits =305–330): \_\_\_\_\_

Description of duties/responsibilities during the internship period: \_\_\_\_\_

Intern Learning Outcomes (What will intern learn from this experience): \_\_\_\_\_

Internship Work Schedule (Days and times): \_\_\_\_\_

Projected Start and End Date (based on your Internship Work Schedule above): \_\_\_\_\_

Other Commitments Schedule (ie. Days and Times of other Employment and/or School Schedule):

Compensation Details: \_\_\_\_\_ *Off-site Internship work must be compensated at minimum wage or above.*

On-site internships may or may not be compensated, depending on how the location meets the 6 provisions set forth by the United States Department of Labor: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

(Student Study Plan and Contract continued)

**DIGITAL SIGNATURES REQUIRED ON THIS FILE.** Digital signatures are obtained by clicking the signature box below and setting up Acrobat Professional's settings for digital signature function. Instructions click [here](#).

**STUDENT INTERN important policy verification and signature.**

The number of hours required for this course is 55 hours per unit of credit in which you are enrolled (Equals a total of 165 hours per 3 credits of Internship or 330 hours per 6 credits of Internship). Twenty-five (25) of these hours are reserved for portfolio preparation, search and interview process and course meetings, as necessary.

You must complete the number of hours you have stated in this agreement by the end of the semester in which you are enrolled. You must inform your supervising agent and instructor in writing (via email) upon approaching the completion of these hours. You must also ultimately complete the number of hours required for credit in the course.

Under special circumstances, which are beyond your control, you may be granted an incomplete in order to complete the remainder of your hours. The instructor reserves the right to verify your circumstance through your supervising agent or by requesting valid documentation. It is your responsibility to bring it to the attention of the instructor in a timely manner, if you feel that circumstances will impede you from completing your hours as stated in this agreement and as required in the course.

Please note that an incomplete is granted only on rare occasions and on a case-by-case basis and if granted, the completion date for an incomplete is set at the discretion of the instructor, however it may not exceed the submission deadline as imposed by Kapiolani Community College's policy on Incompletes.

In the event that you are unable to complete the service hours and documentation/assignments required for the course prior to the Incomplete Submission Deadlines, you must retake the internship course; however, your previously earned credit hours will be reset and you will NOT be granted credit forward for hours worked in a previous term, as internship hours accrued prior to the semester in which you are enrolled in the course will NOT be awarded retroactively. For additional information, please refer to course *Syllabus*.

*I have read, and understand the policy as stated above.*

\_\_\_\_\_  
STUDENT INTERN Digital Signature

\_\_\_\_\_  
Date

**SITE SUPERVISOR verification and signature.**

Supervising agent verifies and agrees to all content within this document as being accurate to the best of their knowledge, and that the student will indeed be performing the tasks as documented in this Study Plan and Contract.

Supervising agent verifies that the intern will be supervised and/or mentored by a multimedia professional in area of assigned work to provide necessary feedback/training, throughout the duration of this internship.

Supervising agent verifies that they have read the accompanying Industry Handout and agree to complete and discuss the Intern Evaluation Survey with the intern upon completion of intern's service hours.

\_\_\_\_\_  
LOCATION SUPERVISOR Digital Signature

\_\_\_\_\_  
Date

**STUDENT: PLACE THIS DOCUMENT IN YOUR LAULIMA ASSIGNMENTS feature.** Upon receiving this digital document, the instructor will review, verify data as necessary, sign and redistribute to all parties for their records. **You may not begin your internship until all signatures have been acquired.**

**INTERNSHIP INSTRUCTOR approval and signature.**

\_\_\_\_\_  
INTERNSHIP INSTRUCTOR Digital Signature

\_\_\_\_\_  
Date

