

# INTERNSHIP LEARNING AGREEMENT (ILA)

To Whom It May Concern,

Thank you for offering an internship to a California College of the Arts (CCA) student.

When a CCA student embarks upon an internship, the Internship Learning Agreement (ILA) serves similarly to a course syllabus and allows the CCA Internship Coordinator (or other member of CCA faculty) to verify the scope of the student's work. The ILA must be completed and approved by all parties before the student starts the internship. This step is especially important for F-1 international students, as they must turn in a completed ILA as part of the application process for work authorization. International students must ALWAYS have work authorization before beginning any internship. The International Student Affairs and Programs Office will assist the student with this process; no employer involvement is necessary.

The first part of the ILA is an understanding between you as the employer and the student about the terms of the work; it can be replaced with a detailed offer letter containing the same information. The second part is an agreement between the student and CCA that confirms that the internship is directly related to the student's coursework and (if the internship is required) that it satisfies the academic requirement.

There is no agreement between the employer and CCA. CCA understands that some components of the work agreement may change. The student is obligated to inform CCA of any substantial changes to the terms of their internship, and changes in dates of employment in particular may require additional documentation and approval.

## HOW TO COMPLETE THE INTERNSHIP AGREEMENT EMPLOYER AND CCA STUDENT

1. The student fills in the project information and work schedule sections and they and the site supervisor both sign and keep copies.

OR

2. The student attaches an offer letter, completes the project information on their own, and signs it.

An offer letter can replace the employer signature only if:

The letter is written on company letterhead and includes the following information:

- Name and address of the company
- Name, phone number, and email of the site supervisor
- Start and end dates of employment for the student
- Number of hours the student will work per week
- General description of the work the student will be doing

### In addition to the ILA, if the student is taking an internship class or requesting course credit for the internship experience:

- The student must complete an **hours log** and **receive an evaluation from the employer**. Accordingly, the student will submit their hours log to their supervisor for signature, and CCA will send an evaluation to the site supervisor via email. We ask that you please provide this confirmation of work in a timely manner as the internship is considered incomplete without them. If the student must authorize the sharing of evaluation information with CCA, please inform the student in advance.
- The CCA faculty representative will be responsible for grading. The grade may be informed by the employer evaluation but includes a number of factors and is not derived exclusively from the employer evaluation. Questions or concerns about grades are generally resolved between student and faculty representative without the involvement of the employer.

If you have any questions, please contact the student's Internship Coordinator/faculty member as indicated on the ILA.

# I. INTERNSHIP AGREEMENT EMPLOYER AND CCA STUDENT

TO BE COMPLETED BY STUDENT IN AGREEMENT WITH THEIR EMPLOYER AND SIGNED BY THE EMPLOYER. *Employer must either sign this form or provide an offer letter with this information. No employer signature necessary if a complete offer letter is attached.*

## INTERN INFORMATION

Student's Name (Last, First): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## INTERNSHIP SITE & SUPERVISOR INFORMATION

Organization / Company / Artist Name: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

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

Supervisor Email: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

## INTERNSHIP SCHEDULE

Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Compensation: \_\_\_\_\_

## INTERN PROJECTS AND/OR RESPONSIBILITIES

Please describe (in brief) the type of work or projects the student will undertake during their internship. CCA understands the work can fluctuate and change as an organization's needs change and it is up to the student to communicate any changes to their internship coordinator.

By signing this document each party is agreeing to meet the guidelines of the California College of the Arts Internship Program. See Guidelines for supervisors and students at <http://cca.edu/students/careers/internships>.

NOTE: Title IX of the Education Amendments of 1972 states that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**Internship Site Supervisor or company representative signature (not needed if offer letter is attached):**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## II. INTERNSHIP LEARNING AGREEMENT STUDENT AND CCA

### TO BE COMPLETED BY STUDENT

- Students enrolled in an internship course and/or completing a required internship should indicate their internship coordinator as the faculty member and must have their internship coordinator sign the CCA Approval section.
- Students completing a nonrequired internship should indicate their program chair as the faculty member and must have the chair sign the CCA Approval section. Graduate students may also indicate their divisional assistant director and have them sign the CCA Approval section.

Student's Name (Last, First): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

SEVIS Number (F-1 International Students ONLY): \_\_\_\_\_

Area of Concentration / Major: \_\_\_\_\_ Class Level: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Faculty Internship Coordinator: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

Are you enrolled/do you plan to enroll in an internship course? Yes / No

Course: \_\_\_\_\_ Term: \_\_\_\_\_

As the student, it is your responsibility to confirm that you are registered for the correct course, if any; to notify your internship coordinator or available college officials if you encounter any problems; and to check with your internship coordinator if there is any internship grade discrepancy. Here are the available internship courses:

ANIMA: 398-01	Internship Placeholder: Animation
ARCHT: 398-01	Internship Placeholder: Architecture
FASHN: 389-01	Internship Placeholder: Fashion Design
FNART: 398	Internship: Fine Arts
INDUS: 404-01	Senior Project Research Placeholder: Industrial Design
GRAPH: 398-01	Internship Placeholder: Graphic Design
INTER: 398-01	Internship Placeholder: Interior Design
IXDSN: 398-01	Internship Placeholder: Interaction Design

### How is this training integral (directly related) to your coursework?

You must explain how participating in this internship (practical training opportunity) will give you the chance to use the core skills and knowledge taught in your program. Be SPECIFIC, listing skills, knowledge, software programs, tools, equipment, etc... from your courses in your current program that you will use in this internship (practical training opportunity). International students, please take extra time to consider and fill out these responses so Curricular Practical Training (CPT) authorization to work off campus can be given. Please attach another sheet of paper if you need more space to reply thoroughly.

Please list at least two ways that this training is integral (directly related) to your degree:

First area of knowledge I will use in my internship:

Courses I have taken that taught or enhanced this first area of knowledge:

Developing this first area of knowledge is integral to my degree in the following way:

Second area of knowledge I will use in my internship:

Courses I have taken that taught or enhanced this second area of knowledge:

Developing this second area of knowledge is integral to my degree in the following way:

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

## CCA APPROVAL: TO BE COMPLETED BY FACULTY OR DEPARTMENT REPRESENTATIVE

**Faculty or Divisional Director**, (Required internships: Internship Coordinator / Nonrequired internships: Department Chair or Divisional Director)

Please circle YES or NO as well as completing the fields below.

Incomplete forms will delay approval of the internship and the processing of an international student's application for Curricular Practical Training (CPT) work authorization, which allows them to work off campus.

By circling **YES** and signing below, I confirm that this internship (practical training opportunity) will provide this student the chance to reinforce the skills and/or knowledge mentioned above. I agree that it will provide a valuable curricular experience that directly complements and enhances the classroom and studio learning currently being done in this student's degree program at CCA.

Yes or  No (Faculty representative **MUST CHECK** Yes or No)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

CCA Faculty Representative Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CPT AUTHORIZATION** (Required of international students only. Obtain this signature LAST.)

Important: Beginning an internship without CPT authorization to work off campus will lead to loss of F-1 status. Your CPT work authorization is indicated on the second page of the I-20 ISAP will give you after authorizing the work. A new CPT authorization is required prior to any changes in work terms or work dates.

TO BE COMPLETED BY ISAP ADVISOR

CPT authorized: YES / NO

ISAP Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_