



# CAREER DEVELOPMENT CENTER FOR

## LETTER OF UNDERSTANDING WITH STUDENTS PARTICIPATING IN THE COOPER UNION PROFESSIONAL INTERNSHIP PROGRAM

The Cooper Union Professional Internship Program (PIP) is designed to provide art students with experiential learning opportunities while earning a stipend. It is important to understand that you are accepting a position where you have responsibilities and that you are a representative of The Cooper Union. The Program runs fall through spring; it does not operate during the summer. The following is a list of formal requirements for participating in the program:

1. Internship must take place at a single internship site over a period of at least one full semester or its equivalent. The PIP does not support short-term internships. Some exceptions may be made for seniors in their final semester. However, the program does not run during the summer.
2. All of the required paperwork, which includes the application form, two faculty letters of recommendation, the Internship Site Information Sheet and Checklist, and this form, must be completed before you can clock any hours toward your internship; you are not paid retroactively.
3. You are encouraged to apply and interview with as many organizations/individuals as you wish. Internship descriptions are online at <http://career.cooper.edu>. The Career Center can help you in your internship search. You may also find an internship site on your own. There are a variety of different positions available and these will be discussed with you according to your interests. However, before you accept a position you must discuss the responsibilities of the internship with the Director of the PIP and get formal approval to accept it. Once you have accepted a position, you must complete the form entitled "PIP Internship Site Information Sheet and Checklist" deliver it to the Director of the PIP. It is also important for you to notify, as soon as possible, any individual/organization where you are declining an intern position.
4. You may intern in any field that interests you, including non-art-related areas. The program is focused on career exploration. Nevertheless, the program only supports unpaid internships.
5. The program is designed to help facilitate your making new professional connections. Therefore, we ask that you not intern with someone to whom you already have access or who already acts in a mentoring/teaching position to you, such as Cooper faculty members.
6. The internship must be unpaid in order to receive the stipend.
7. The stipend is designated for work at a single internship site. If you are simultaneously interning at an additional unpaid internship site, you will not be paid through the program for the hours at the second site.
8. If you decide that you wish to leave your internship, you must:
  - a. Discuss this with the Internship Director before you resign.
  - b. If you decide to resign, give two weeks notice to your employer.
9. You will be paid by The Cooper Union for the Advancement of Science and Art an hourly rate of \$10.00 for a maximum of \$2,000 per academic year. These payments will be made according to the payroll schedule. You will also need to complete a W-4 tax form; this is available online at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. If you do not complete one, they will not pay you. It is your responsibility to make sure that it is completed and received. On the day your time sheet is due, please submit it to the Internship Director (not the Business Office) no later than 12:00 Noon. Original time sheets that are signed by the internship site supervisor must be submitted; faxed copies or scanned images of the times sheet are acceptable. The payroll schedule and time sheets are available online at [http://career.cooper.edu/students/payroll\\_14-15.pdf](http://career.cooper.edu/students/payroll_14-15.pdf)
10. It is your responsibility to keep track of your work hours, turn in your time sheets, and pickup your paychecks (paychecks are picked up in the business office). You will not be paid for any hours over the \$2,000 limit.
11. For spring internships, all required paperwork must be completed and turned into the Career Center by February 2nd.
12. At the end of each semester, there will be a mandatory evaluation meeting of all interns to discuss, share, and assess the internship experience. These meetings are sometimes attended by students who are considering doing an internship.
13. All time sheets for the year must be submitted by the last day of classes of the spring semester or the payroll deadline of the first week of May (which ever comes first) or they will not be processed and the stipend will be forfeited.
14. At the end of your internship, students will be asked to voluntarily evaluate their internship experience.
15. Students are required to read all related material about the Program at <http://career.cooper.edu/students/art/require.php>.
16. Failure to comply with points 1-15 may result in your termination from the Internship Program.

Please sign the statement below:

I agree with the above listed information. I also agree to comply with all aspects of the monitoring and evaluation system that is part of

The Cooper Union Professional Internship Program.

Student (print name): \_\_\_\_\_

Student (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Director, Professional Internship Program: \_\_\_\_\_ Date \_\_\_\_\_

*Please return this form to the Center for Career Development, 29 Third Avenue, 3rd Floor, New York, NY 10003*