



CENTER FOR CAREER DEVELOPMENT

LETTER OF UNDERSTANDING 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 an hourly wage. 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 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. The program does not run during the summer unless otherwise stated.
2. All of the required paperwork, which includes the application form, résumé, 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. We recommend interviewing for at least three positions to gain experience and exposure to different internship environments. Internship descriptions are online at <http://bit.ly/2r8MkF4>. The Career Center will 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 Center for Career Development and get formal approval to accept it. Once you have accepted a position, you must complete the form entitled "Internship Site Information Sheet" deliver it to the Center for Career Development. 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.
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 for you to be paid by Cooper Union through the program.**
7. The hourly wage 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 Center for Career Development 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 \$13.00 for a maximum of \$2,200 per academic year (Fall/Spring). This is the equivalent to about 170 learning hours.** These payments will be made according to the Cooper Union 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 Center for Career Development (**not the Business Office**) no later than 12:00 Noon. Original time sheets that are signed by the internship site supervisor must be submitted either in person or scanned via email. The payroll schedule and time sheets are available online at <http://bit.ly/2IFXtqc>.
10. It is your responsibility to keep track of your work hours, turn in your time sheets, and pick up your paychecks (paychecks are picked up in the business office). The payroll office also gives you the option to receive direct deposit. You will not be paid for any hours over the \$2,200 limit.
11. For spring internships, all required paperwork must be completed and turned into the Career Center by February 2nd.
12. All time sheets for the year **MUST** be submitted by the last day of class of the spring semester or the payroll deadline of the first week of May (whichever comes first). Late time sheets will not be processed and the monetary compensation will be forfeited.
13. At the end of your internship, students may be asked to voluntarily evaluate their internship experience and to communicate what they have learned from the experience for potential use in different contexts, including information sessions to encourage students to participate in the program.
14. Students are required to read all related material about the Program at <http://bit.ly/2r8MkF4>.
15. Failure to comply with points 1-14 may result in your termination from the 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 (signature): _____

Date: _____

Please return this form to the Center for Career Development, 29 Third Avenue, 4th Floor, career@cooper.edu