

HOW TO REGISTER YOUR INTERNSHIP IN ARTWORKS

Students seeking an internship for credit are required to complete the online internship registration form in ArtWorks found here: <http://www.risdcareers.com/jobs/students--alumni---artworks/> . Non-credit bearing internships do not require approval from a department head, though you still need to complete the online internship registration form to document your experience.

FOLLOW THESE STEPS TO REGISTER YOUR INTERNSHIP:

1. You'll need the following information ready to complete the registration:
 - Your intern job title
 - The company name, address, phone number, website and name of department where you'll be interning
 - The approximate start and end dates of the internship
 - Your intern project description. This is a 200-500 word proposal that states the nature and extent of what you'll do as an intern and the educational merits of the experience
 - Your intern supervisor's name, job title and e-mail address
 - Your RISD student ID number
 - The name of your RISD Department Internship Advisor
 - *****International Students: IMPORTANT** – Be prepared to provide the following details that are part of the registration form to comply with Curricular Practical Training requirements:
 - Your SEVIS ID# (found in the top right corner of your I-20)
 - Your Student Admission Number (Found on the 1-94, white card in passport)
 - Date first granted F-1 Status (check passport for first entry date)
 - Dates of all previously authorized employment for practical training
2. Once you have these details ready, go to ArtWorks: <http://www.risdcareers.com/jobs/students--alumni---artworks/>
 - If you are not registered in ArtWorks you'll need to do so. Click on "Students Log Into Artworks" and then "Click here to Register" and follow the prompts.
3. Next, click on "Register My Internship" (use the button at the top of the page or link in the left navigation bar).
4. Select the internship term from the drop down menu.
5. Click on "Other" and type in the Organization name (name of the place where you'll be interning) and the Internship Title, click Save.
6. Complete the fields on the next page. When you're done click save and your registration will be submitted to the RISD Career Center.
7. Once you submit your registration, it will be automatically sent to those who have to approve it: the internship sponsor supervisor, your academic internship advisor and your department head. They will add their signatures to your registration to verify their approval. If you are an international student your registration will also be sent automatically to the Office of International Student Services for approval.
8. We expect that the approval process will take 1-12 days. You may check the status of your registration by going to your ArtWorks home page and clicking on My Account and then My Activity.
9. Once your registration has gone through the approval process, the Registrar's Office will be notified and the credits for the internship will appear on your WebAdvisor academic evaluation. They are classified as "IP" (in progress) until a grade is assigned.
10. If you have any questions about using the online registration form or any of these steps, please contact the **RISD Career Center** at: 401-454-6614 or via e-mail at internships@risd.edu