

Computer Game Design Internship Order of Operations.

Remember: You must pass GAME 489 - *Pre-Internship Seminar* before your internship.

Before Applying:

- Find possible internship opportunities. Remember that basement studios aren't acceptable opportunities. The studio or business needs to be licensed and have an official space.
- Review your resume.
- Check in with Jeremy Tuohy through email (wtuohy@gmu.edu) or in person.

Then, apply for internships.

After you receive an Internship:

- Complete the CONSENT AND RELEASE AGREEMENT.
- Complete the INTERNSHIP CONTRACT and get it signed by your internship's site supervisor.
- Complete any other documents required by the University or the Employer.
- Make a copy of both the CONSENT AND RELEASE AGREEMENT, the INTERNSHIP CONTRACT, and any other documents that were required. Give the originals to Jeremy Tuohy.
- After Jeremy has received the above documents, you will receive an Override for GAME 491.

After you have your override, register for GAME 491 in the semester you are completing the internship in.

During your internship:

- Maintain a log of your working hours during your internship, signed by your site supervisor.
- You are strongly encouraged to write regular Journal entries during your internship. See the "Game Internship Guide" on game.gmu.edu for details about what belongs in your journal.

At the end of your internship, before the last day of classes:

- Have your site supervisor complete the EMPLOYER EVALUATION.
- Complete the STUDENT EVALUATION.
- Write your final paper. Details and the prompt for the paper are in the "Game Internship Guide" on game.gmu.edu.
- Turn in the log of your working hours during your internship, your journal entries, the EMPLOYER EVALUATION, your STUDENT EVALUATION, and your final paper to Jeremy Tuohy **before the last day of classes** for the semester (not during finals). Graduating seniors will need to submit before this deadline.

If you have any questions about internships, refer to the "Game Internship Guide" on game.gmu.edu or contact Jeremy Tuohy at (wtuohy@gmu.edu)