



Process: Receiving Studio Credit for Internships

1) Search for and secure an internship- use [JumboJobs](#), career drop-ins with our office and your professional network to help you find these opportunities.

2) Once you have secured an internship, complete an [online internship registration](#) from Tufts Career Center at SMFA to have our office review and approve the internship.

*This does not mean you have registered for the course to get credit. Our office must approve the internship experience and then you will need to fill out additional forms.

3) Meet with Ryan Smith, Assistant Director, Career Advisor for the Arts to review your internship, go over requirements and then complete the Special Permission Enrollment form.

Ryan is available during drop-ins Mondays and Thursdays 12-2 at the SMFA campus, Rm A101A and Fridays 12-2 on the Medford campus, 704 Dowling Hall.

4) Submit the Special Permission Enrollment form to Student Services to be processed by academic advising and approved for credit.

5) Once approved for credit, you must complete all necessary forms and meet requirements of the internship program or risk refusal of credit.