

## **Procedures and Guidelines for an Art Internship Proposal**

### **Department of Art**

#### **Catalog Description: Art 499**

A closely supervised practical experience in a professional setting. This course is intended for upper-class Art and Art History majors. The experience can include observing, assisting, assuming regular duties or pursuing a special project. Employment is usually not considered an internship. The general guideline is four contact hours per week (for a semester) for each hour of credit. Prerequisite: Chairperson's approval.

1. The student should initially contact the chairperson who is responsible for assisting the student in identifying the internship and Hope sponsor or other faculty member who has established contacts in the area or discipline.
2. After exploratory conferences have been completed, the student should (with sponsor assistance) complete the following:
  - a. Proposal form (Please type or print)
  - b. Designate 2 referees to evaluate the internship proposal. The names of the referees should be entered on the routing sheet.
3. The completed application will be routed to the designated referees for evaluation. If a referee questions any aspect of the proposal, s/he should bring this to the attention of the faculty sponsor. If there is some question as to the quality or feasibility of the project by the referees, it is the faculty sponsor's responsibility to either assist the student in rewriting the proposal and/or to call a meeting to include the referees and the student for discussion for potential problems.
4. Required student preparation:
  - a. Relevant course background – will be determined by the sponsor in accordance with the scope of each internship and must be clearly identified under 6a of the proposal.
  - b. Declared Art Major or Minor
  - c. Junior or Senior standing
  - d. Faculty Sponsor
  - e. Agency sponsor and supervisor
  - f. Completed proposal form



PROPOSED INTERNSHIP EXPERIENCES (type or print)

11. (a) Objectives to be achieved through internship

(b) Job description and types of work/activities to be performed in achieving the above objectives (including the number of estimated hours per week)

(c) Means by which evaluation and grading will be accomplished (meetings, written reports, journals/logs, evaluation forms, etc.)

1. Evaluation by supervisor

2. Evaluation and grading by faculty sponsor

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_ Field supervisor signature \_\_\_\_\_