

DEPARTMENT OF ART AND ART HISTORY INTERNSHIP CONTRACT

ARTS 191 or ARTH 190: Field Experience, Internship (3 credits—fine arts elective only)

Student's Name _____ Major _____

Local Address _____

Phone _____ Email _____

College _____ Class _____ Student Id # _____

PROJECT TITLE: _____

Semester and Year: _____

Dept. of Art & Art History Faculty Sponsor: _____
(must be full-time faculty)

Location of the Internship: _____

Name, Title, and Phone Number of On-Site Internship Supervisor:

Attach to this contract a detailed, typewritten description of your proposed internship. This should be approximately 500 words (2 pages) long and should include the following:

An indication of the type of work to be undertaken and of the varieties of specific experiences which you expect to have during the internship (be as specific as possible).

An indication of the working schedule which you intend to follow in carrying out this internship.

A statement of what you hope to achieve as a result of this internship experience, and a description of the final product which you expect to result from this work (if any).

An account of previous course work and other experiences which give evidence of your preparation for this project.

An explanation of how, by whom, and on what basis the results of the internship will be evaluated.

The student must present this contract, along with the statement outlined above, for approval and signature, first to the UVM project sponsor, then to the on-site supervisor, and finally to the Department of Art and Art History Chairperson. After obtaining all necessary signatures, the student must return the signed contract and the project description to the Departmental office. Failure to file the contract with the Art Office during the pre-enrollment period for the semester in which the project is to be completed may result in denial of permission to take the internship proposed.

(over)

I agree to confer _____ (number of conferences--must be at least 4) times during the semester with my faculty sponsor to review my progress and to discuss any changes in the original plan. I understand that in cases where the expectations about the nature of the internship are altered during the course of the semester, to the satisfaction of both the student and the faculty sponsor, a modified contract must be submitted to the departmental office so that the new expectations will be on file at the time of the final evaluation. Such modifications must be filed no later than the end of the seventh week of classes.

Student's Signature: _____
Date

NOTE TO FACULTY AND SUPERVISORS: PLEASE SIGN BELOW ONLY AFTER YOU HAVE READ AND APPROVED THE ATTACHED DESCRIPTION OF THE PROPOSED INTERNSHIP

Faculty Sponsor's Signature: _____
Date

On-Site Supervisor's Signature: _____
Date

Chairperson's Signature: _____
Date

FINAL EVALUATION:

(To be filled out when the internship has been completed)

Approval of the UVM Faculty Sponsor:

Signature Date

FINAL GRADE: _____

I certify that this is the only internship I am undertaking during this semester.

Student Signature Date