

UVM Department of Art and Art History

Internship Requirements

Internships are intended for third and fourth-year Studio Art and Art History majors who desire arts experience outside the classroom environment. *An internship can be used for fine arts elective credit only—it does not replace a required course in one's major.* The success of an internship project is related to a student's advanced planning. Planning should be initiated in the semester before the internship is taken. Meet with your adviser and other faculty members to discuss internship possibilities. It is the student's responsibility to secure an internship site, and to find an on-site supervisor and faculty sponsor. The contract must be reviewed and authorized prior to registration. Students may not receive retroactive credit for an internship begun or completed without a contract approved by the department.

ARTH 190 – Field Experience/Internship related to Art History (3 credits)

ARTS 191 –Field Experience, Internship related to Studio Art (3 credits)

- Students are expected to do 10 to 15 hours of on-site work per week for 3 credits. Students are also expected to engage in an independent readings and research project under the supervision of a faculty member. Students together with faculty are to design a project which complements the internship activity.
- Students doing internships must sign a contract describing their activities, providing an assessment of the academic benefit of the internship and indicating what the specific learning goals will be. Students in the Department of Art and Art History may download the contract from the Departmental website or get the contract from the office.
- The student must attach to the contract a detailed, typewritten **description of the proposed internship**. This should be approximately 500 words (2 pages) long and should obtain the following:
 - a. 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.
 - b. An indication of the working schedule which you intend to follow in carrying out this internship. (Per College of Arts & Sciences requirements, students are expected to do 10 to 15 hours of on-site work per week for 3 credits.)
 - c. A statement of what you hope to achieve as a result of the internship experience, and a description of the final product (if any) which you expect to result from this work.

- d. An account of previous coursework and other experiences which give evidence of your preparation for this project.
- e. An explanation of how, by whom, and on what basis the results of the internship will be evaluated.

- The student must present the contract, along with the statement outlined above, for approval and signature to the UVM project sponsor (i.e., the full-time faculty member), the on-site internship supervisor, and Department of Art and Art History Chairperson. After obtaining all the necessary signatures, the student must return the signed contract and internship description outlined above to the Departmental office.

- The student must meet with the faculty sponsor at least 4 times during the semester the internship is done to review the progress of the internship and to discuss any changes in the original plan.

- 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.

- The student must write a final report by the end of the semester, which will be part of the grade assigned by the instructor. Any other projects or academic work completed during the internship, as well as the assessment from the internship setting, will be considered in the final grade.