

DEPARTMENT OF ART AND ART HISTORY - INTERNSHIP CONTRACT

Student Name _____ Major _____

Local Address _____ Minor _____

Phone _____ Email _____

College _____ Class _____ Student ID# 95- _____

Check One: ___ **ARTS 191** - Field Experience Internship (3 credits; minimum junior-level Studio Art or Art Education majors; fine arts elective only).

 ___ **ARTH 191** - Field Experience Internship (3 credits; minimum junior-level Art History majors, only three credits may count toward requirements for the Art History major).

Internship Location _____ Semester/Year _____

Dept. of Art & Art History Faculty Sponsor _____

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

Student: Attach to this contract a detailed, typewritten description of your proposed internship. This description should be at least 300 words (1 1/2 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.

Present this contract, along with the statement outlined above, for approval and signature in this order: 1) Dept. of Art & Art History faculty sponsor, 2) to the on-site supervisor, and 3) to the Dept. of Art & Art History Chairperson. After obtaining all necessary signatures, return the signed contract and the project description to the Departmental office. You must file the contract with the office during the pre-enrollment period for the project semester. Failure to do so may result in denial of registration in the internship course.

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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.

This is the only internship, independent study, teaching assistantship, or undergraduate research that I am undertaking during this semester. _____ (Student Initials)

If more than one, all relevant faculty sponsors should indicate approval by initialing here:

Student Signature _____ Date _____

DEPARTMENT & SUPERVISOR APPROVAL: SIGN ONLY AFTER YOU HAVE READ AND APPROVED THE ATTACHED DESCRIPTION OF THE PROPOSED INTERNSHIP

Faculty Sponsor Signature _____ Date _____

On-Site Supervisor Signature _____ Date _____

Chairperson Signature _____ Date _____

FINAL EVALUATION:

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

Approval of the UVM Dept. of Art & Art History Faculty Sponsor:

Signature _____ Date _____

FINAL GRADE: _____