

INTERNSHIP IN STUDIO ARTS | ART 4496

P A C K E T



Thank you for participating in
the **Studio Arts** Internship
Program. We hope that this
experience will be
successful and satisfying
for you and the intern.

In order to help us evaluate
the student and improve the
program, please take a few
minutes to fill out these forms
and return them to the department
of art and design.

Be as candid as possible.
We look forward to a continued
relationship with you.

the studio arts

Jerry Johnson, Chair of Department of Art and Design

INTERNSHIP IN STUDIO ARTS | ART 4496 **general information**

Basic Course Description:

Experiential learning in the context of an art or design related profession. Must be approved by the department chairman and cooperating host organization or business. May be repeated for credit in the fall, spring or summer sessions.

- For three (3) hours credit, the intern must work a minimum of 120 hours- on site- with the partnering institution or artist.
- If an intern works full-time (40 hr/week) for a minimum of 6 weeks, the student may apply for six (6) hours credit. This must be approved ahead of time by the department.
- Student and a representative from the partnering institution must sign an internship agreement at onset and supply all necessary documentation at the end of the internship term.

Responsibilities of student intern:

1. Provide all contact information (name of company; name, phone numbers and e-mail address of key contact or supervisor; mailing address, and intern position description) to the supervising faculty member.
2. Is solely responsible for the execution of all contracts, forms, documents and reports by specified dates.
3. Must provide a formal report at the end of the internship term (at least four days before grades are due in) to the supervising faculty member.
4. The formal report must include the following:
 - A formal report complete with exterior folder with name of company and name of intern and dates. An interior cover sheet must also be included in the report.
 - A well-written report describing the company worked for and accurately detailing all relevant experiences, responsibilities and tasks that provided experiential learning opportunities. This report must be a minimum of three word-processed pages.
 - A signed evaluation form completed by a supervising representative from the partnering institution.
 - At least three (3) photographs showing the intern in the workplace environment.
 - As applicable, printed or digital samples of creative work that the intern either was responsible for in full or in part OR visual documentation of other design related processes or tasks that were assigned.
 - A completed, signed Student Intern Feedback Form (this form is for the student intern to assess the experience with this particular institutional partner for our future reference)

Responsibilities of partnering institution:

1. Introduce the intern the worksetting: company history, facilities, personnel policies, structure and conduct, basic business practices, and to provide authentic studio-related (or near-related) experiences through tasks and expectations.
2. The supervisor assigns, monitors and evaluates tasks and projects.
3. Following completion of the internship, the supervisor completes an evaluation and recommends whether the intern deserves credit for the course.
4. While it is not mandatory, we highly recommend that the internship program be offered as a paid position with a minimum consideration of 25% above the current minimum hourly pay wage.

INTERNSHIP IN DESIGN | ART 4496 **evaluation report**

To be completed by sponsor

Date _____
 Student Name _____

Scale:	1 poor	2 fair	3 average	4 good	5 excellent
Is the intern interested in his/her work?					
Is the intern punctual in reporting to work?					
Is the intern prompt and cheerful in handling instructed tasks?					
Is the intern reliable in the execution of duties?					
Does the intern display initiative and resourcefulness?					
Does the intern function well working in a team environment?					
Does the intern display good judgement and draw correct conclusions?					
Does the intern command the respect of association and others?					
Does the intern show respect to coworkers and superiors?					
Does the intern show respect to his/her coworkers and clients?					
Has the intern made steady improvements since the start of his/her internship?					

General remarks:

I have read this report and **agree/disagree** (circle one).

Intern Signature: _____
 Intern Supervisor Signature: _____