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## INTERNSHIP REQUIREMENTS

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### Reasons to complete an Internship

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- Enhance your academic study by trying out in a “real world” context what you have learned in the classroom and establish contacts in a field where you may be job hunting after graduation.
- Gain the work-related experience that employer’s value and strengthen your candidacy for after-graduation jobs.
- Achieve personal growth and build confidence as you take on new challenges.
- Experience being an independent learner and it looks great on your resume!

### What is an internship?

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Academic internships afford students the opportunity to extend their educational experiences via apprenticeships with professional organizations, businesses, institutions, and/or with specialized professionals in their own working environments.

### How do I qualify to apply for an internship?

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You must demonstrate through your grades, academic standing, and portfolio (if required) that you are qualified to apply for an internship.

- Students that have completed at least 12 credit hours of junior/senior level courses
- Students must have a 3.0 Art GPA and cannot be on academic probation.
- You must verify that your internship will not impose schedule conflicts with your organized classes. Internship work hours cannot overlap class time for your other courses.

### How do I find an internship?

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The department and faculty members receive requests from businesses, organizations, non-profit institutions, art galleries, museums and individual professionals for internship candidates.

However, researching internship opportunities is a valuable learning experience, so consult with your faculty advisor for input about what internships best fit your personal/professional goals.

### How do internships work?

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Internships are paid or unpaid work experiences in which you pay tuition to enroll for an internship experience that will earn you 3 to 6 credit hours, depending on the total hours that you work for the semester. An academic internship constitutes an employment contract between you and your employer. As such, you are subject to the workplace expectations, procedures and guidelines established by your internship employer. If you work for them, you function within their structure of business protocol.

- Must submit an **Internship Contract** signed by both Internship Supervisor and Faculty Sponsor.

### How do I know how many credit hours of internship to take?

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Internships for credit are available in both 3 and 6 credit hour courses. Credit hours are determined by the number of contact hours you will work for your internship employer and must be agreed upon by your faculty sponsor as stated on the Internship Contract.

#### FALL/SPRING SEMESTERS

##### (15-week Internship)

- **3 HOURS CREDIT = 12 work hours/week = 180 total work hours for semester.**
- **6 HOURS CREDIT = 24 work hours/week = 360 total work hours for semester.**

#### SUMMER SEMESTERS

##### (5-week Internship and/or 11-week internships)

- **5-WEEK: 3 HOURS CREDIT = \_\_\_\_ work hours/week = \_\_\_\_\_ total work hours for term.**
- **11-WEEK: 6 HOURS CREDIT = \_\_\_\_ work hours/week = \_\_\_\_\_ total work hours for term.**

### **What do I submit to complete my internship?**

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- All original Log Sheets, the Portfolio/CD/DVD, the Student Self Evaluation and Supervisor's Evaluation form must be submitted to the Art + Art History Office. Copies will be given to the faculty sponsor for assessment.
- **Internship Log Sheets** are available online for your daily record keeping. You are required to keep a daily log of your work activities, skills utilized, projects completed, and concepts learned. At the conclusion of your internship, you are required to submit neatly written or typed Internship Log Sheets to your faculty sponsor.
- You are also required to provide a portfolio of internship projects completed to your faculty sponsor.
- **Student Self Evaluation Form** must be completed and returned to the main Art + Art History office for processing.
- Upon completion of your internship, your intern employer must complete the **Supervisor's Evaluation Form** and return it to the main Art + Art History office for processing. Their input will be included in the grading process, but the grade that they assign you may not be your final grade.
- Upon completion of your internship, your faculty sponsor must complete the **Faculty Sponsor Evaluation Form**. Your final grade will be the result of your faculty sponsor's assessment of your overall internship experience, including meeting paperwork deadlines, supervisor evaluation and internship portfolio review.

## **INTERNSHIP: STUDENT CHECKLIST**

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- FIND AN INTERNSHIP (Research on your own and ask faculty members for leads)
- FIND A FACULTY SPONSOR (If they are not teaching during the intended internship semester then they cannot sponsor you.)
- FILL OUT AN INTERNSHIP CONTRACT (Must have all signatures before submitting it to the Art + Art History Office)
- ADD THE CLASS (ART 4395 or ART 4695 depending on your contract)
- DETERMINE PAPERWORK/PORTFOLIO DEADLINES WITH FACULTY SPONSOR
- TURN IN NEATLY WRITTEN OR TYPED INTERNSHIP LOG SHEETS TO ART + ART HISTORY OFFICE
- TURN IN PORTFOLIO: CD/DVD OF INTERNSHIP WORK TO ART + ART HISTORY OFFICE
- SUBMIT STUDENT SELF EVALUATION FORM TO ART + ART HISTORY OFFICE
- GIVE INTERNSHIP SUPERVISOR THE DEADLINE FOR TURNING IN SUPERVISOR'S EVALUATION FORM
- ALL FORMS AND PORTFOLIO SHOULD BE RECEIVED BY THE ART + ART HISTORY OFFICE NO LATER THAN THE WEEK PRIOR TO THE LAST DAY OF CLASSES UNLESS APPROVED BY YOUR FACULTY SPONSOR.

## **INTERNSHIP: CONTRACT**

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### **STUDENT**

The student intern agrees to fulfill the duties assigned by the internship supervisor, to work for a minimum of 12 hours per week for 3 credit hours (for 16 week period or a total of 192 hours, summer times will vary), and to furnish examples of internship work to the faculty sponsor on request. The student must be enrolled in Art 4395 (for 3 hours credit) or 4695 (for 6 hours credit) to receive credit.

Print Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Art GPA: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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

### **INTERNSHIP SUPERVISOR**

The professional in place agrees to supply learning opportunities in an appropriate setting, to supervise the student's work, to evaluate and report on the student's performance.

The following information is to be supplied by the supervisor:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Give a brief description of Internship duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **FACULTY SPONSOR**

The faculty sponsor is in charge of the course. The faculty sponsor will assign the student's final grade after receiving both Supervisor and Student Evaluation Forms, Internship Log Sheets and reviewing the student's work.

Faculty Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the Art + Art History Main Office  
Fine Arts Building, room 335  
(Retain a copy for your records)**

**INTERNSHIP: LOG SHEET**

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**DATE:** \_\_\_\_\_

**ACTIVITY:**

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**DATE:** \_\_\_\_\_

**ACTIVITY:**

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**DATE:** \_\_\_\_\_

**ACTIVITY:**

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**DATE:** \_\_\_\_\_

**ACTIVITY:**

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**DATE:** \_\_\_\_\_

**ACTIVITY:**

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**Please print and retain copies for your records**

**INTERNSHIP: SUPERVISOR'S EVALUATION FORM**

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Student Name: \_\_\_\_\_ Student ID 1000 \_\_\_\_\_

Internship Location: \_\_\_\_\_

Semester Date: \_\_\_\_\_

Give a brief description of the internship duties:

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Please comment on the student's work performance in terms of attitude, thoroughness, technical skills, acceptance of responsibility and progress:

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Please circle the grade below which reflects your evaluation of the student's overall work performance.

A      B      C      D      F

If you had a job opening and the budget to support it, would you hire a candidate with similar skills and abilities?

Yes      or      No

Any comments regarding our internship program would be welcome.

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Supervisor's Signature: \_\_\_\_\_

Please mail this form to:  
Art + Art History Department  
Attn: Academic Advisor  
502 S. Cooper St.  
Fine Art Building, room 335  
Arlington, TX 76019-0089

## **INTERNSHIP: STUDENT SELF EVALUATION FORM**

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Student Name: \_\_\_\_\_ Student ID 1000 \_\_\_\_\_

Internship Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Semester Date: \_\_\_\_\_ Credit Hours Assigned \_\_\_\_\_

Give a brief description of your duties:

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Please comment on your internship experience in terms of (1) access to supervisor, (2) challenging nature of the work, (3) feedback from the supervisor and (4) overall value of the experience.

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Would you recommend this internship to other students? Yes or No

Would you like to have this type of job after graduation? Yes or No

Additional Comments:

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

Please mail or hand in this form to:

Art + Art History Department  
Attn: Academic Advisor  
502 S. Cooper St.  
Fine Art Building, room 335  
Arlington, TX 76019-0089

## **INTERNSHIP: FACULTY SPONSOR EVALUATION FORM**

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Student Name: \_\_\_\_\_ Student ID 1000\_\_\_\_\_

Internship Location: \_\_\_\_\_

Semester Date: \_\_\_\_\_ Credit Hours Assigned \_\_\_\_\_

Student Researched Internship: \_\_\_\_\_ YES or NO

Student went to Interview for Internship: \_\_\_\_\_ YES or NO

Student Met Deadlines: \_\_\_\_\_ YES or NO

Student Turned in Internship Log Sheets: \_\_\_\_\_ YES or NO

Student Submitted Portfolio of Work from Internship \_\_\_\_\_ YES or NO

Student Submitted Student Self Evaluation \_\_\_\_\_ YES or NO

Received Supervisor Evaluation \_\_\_\_\_ YES or NO

Please circle the grade below which reflects your evaluation of the student's overall work performance.

A B C D F

Additional Comments:

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Faculty Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or hand in this form to:

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