

APPLICATION FORM
UM ART/ART HISTORY INTERNSHIP FOR CREDIT
(for museum studies and arts administration)

Student's Name: _____ Class Year: _____

Major(s): _____ Minor(s): _____

Will this be a paid internship (Please check one): Yes No

Cell Phone: _____ E-Mail Address: _____

Faculty Sponsor: _____ Dept/Prgm: _____

Faculty Advisor: _____ Dept/Prgm: _____

Most Recent GPA: _____ Cumulative GPA: _____

Descriptive Title of Internship: _____

On-Site Supervisor (name and title): _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ FAX: _____ E-Mail: _____

Dates of involvement in the internship: Begin: ___/___/___ Conclude: ___/___/___
(mo/day/yr) (mo/day/yr)

Term of Enrollment: Fall 20__ Spring 20__ Summer 20__

Total number of weeks for the internship: _____

Total number contact hours for the internship: _____

(NOTE: In addition to the agreed upon research papers, journals or other assigned written work, a three-credit internship requires no fewer than five weeks of active internship involvement and no fewer than 120 internship contact hours)

Type and amount of credit requested (complete A and B):

A) Internship course number and sponsoring department or program: _____

B) Number of course credits: 1 sem. hrs. 2 sem. hrs. 3 sem. hrs.

Academic content of the proposed internship: On a separate sheet, *the student* must provide a specific description of the activities and responsibilities of the internship. A description is typically no more than one-page of typed text. Please include your name and date at the top of the sheet. The description should also indicate how the internship will enhance his/her liberal arts education. ***Must be typed.*** No vague or poorly written proposals will be accepted.

Internships for art history credit require the following:

Logbook or journal recording daily activities; examples of work done, in the form of reports, labels, projects, etc; final paper (3-5 pages) discussing the internship and what was learned.

In signing below, we agree to the content description and to the means of evaluation:

Student signature: _____ **Date:** _____

Signature of On-site Supervisor: _____ **Date:** _____

Review by Faculty advisor/sponsor: _____ **Date:** _____

Art dept chair or Art History Head approval: _____ **Date:** _____

***On-Site Supervisor statement:** The On-Site Supervisor must submit a *signed letter* detailing the duties of the student's work.

GUIDELINES FOR INTERNSHIP CREDIT

I. GENERAL INTERNSHIP CREDIT CRITERIA

- A. Internships undertaken for academic credit require a strong academic profile. The central question is the value of the internship experience to a student in the College of Arts and Sciences. Internships that are primarily clerical or mechanical will not qualify for academic credit.
- B. Internships must run for an entire term of study. In addition to assigned coursework, internship must meet minimal contact hours requirements according to the following scale:
- 1 semester hour of credit: no fewer than 40 contact hours and no fewer than 2 weeks duration**
- 3 semester hours of credit: no fewer than 120 contact hours and no fewer than 5 weeks duration**
- "Contact hours" are defined as hours actually spent on site performing the activities of an intern.
- C. The amount of additional academic work assigned by the faculty sponsor should be commensurate with the number of credit hours for the internship.
- D. Students proposing an internship must have a 3.00 or better GPA in Art/Art History Dept classes and be in good academic standing, which is defined for this purpose as a 2.00 or better total GPA and not on academic probation.
- F. Students proposing internships for credit must submit thorough, accurate, and lucid proposals to the head of the Art History area by the established deadline (one week prior to the beginning of classes). (As with any course, a late drop or withdrawal will require approval from the faculty sponsor and the Art History area head). The Art and Art History Department will not retroactively approve credit for internships that were undertaken without the formal sponsorship and guidance of a UM faculty member and without a completed internship application submitted to the Art History area head before the commencement of the internship. (You are responsible as well for providing copies of the internship agreement to your faculty sponsor and to the on-site supervisor.)
- G. **FEES:** As a reminder, because this is a credit-bearing course, students will be charged the regular application and tuition fees during the academic year as well as during the summer session at UM.
- H. Internships should, whenever possible, involve the student in some expository writing beyond the keeping of a journal and will often include a research paper. Other material submitted to the faculty sponsor at the conclusion of the internship might include a portfolio or project of an appropriate nature.
- I. A maximum of six semester hours of internship credit may be counted toward the student's degree program.
- J. Internships may not be supervised by a member of the student's immediate family. One person may not serve as *both* the faculty sponsor and the on-site supervisor.

II. STUDENT RESPONSIBILITIES AND GUIDELINES

A. Responsibilities Prior to the Internship:

- 1) Explore resources in the Toppel Career Center Office as well as on the Internet.
- 2) Discuss plans with a faculty member who might sponsor an internship. The faculty must be a member of the department or program in which the internship course is offered.
- 3) Contact a prospective on-site supervisor and, with the help of the faculty sponsor and the on-site supervisor, design a proposal (must be typed) that will promote direct involvement in the occupational, creative, or research field of the internship.

The student should do the following in designing the proposal:

- ✓ Define exactly what he or she will be doing as an intern.
 - ✓ Specify goals and objectives and how background and responsibilities will help fulfill these objectives.
 - ✓ Specify how much and by what means communication will occur with the faculty sponsor during the internship (**remember that a mid-point written communication between the sponsor and the student is required**).
 - ✓ Indicate how the internship will be integrated with a liberal arts education and how it will contribute to intellectual and personal growth.
 - ✓ Describe the exhibit, project, term paper, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should be commensurate with the number of credit hours for the internship.
- 4) Submit the proposal, **with all approval signatures** and supporting documents, to the Head of the Art History area.
 - 5) The student must make and retain a copy of the proposal and provide a copy to the faculty sponsor and on-site supervisor.

B. Responsibilities During the Internship:

- 1) The student should conscientiously fulfill all the responsibilities defined in the internship proposal and expected of a motivated intern and serious college student. Significant lapses in meeting these responsibilities may result in termination of the internship and/or academic failure.
- 2) The student should keep a detailed record of goals, responsibilities, and accomplishments during the internship.
- 3) On a regular basis, the student should discuss his or her progress and performance with the on-site supervisor.
- 4) The student should maintain contact with the faculty sponsor by phone, letter, or in person. This contact with the sponsor must include the student's written mid-point assessment of the internship.

C. Responsibilities After the Internship:

- 1) Present the term paper, project, exhibit, or other materials to the faculty sponsor for discussion and evaluation of the internship. The student must meet the pre-established deadlines for submitting all required materials.
- 2) The student must remind the on-site supervisor to write an evaluation of the intern at the conclusion of the internship and submit to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

III. RESPONSIBILITIES OF THE FACULTY SPONSOR

A. The faculty sponsor should be qualified by current or previous professional or job experience, or by department or program affiliation, to guide and evaluate the internship activity.

B. The faculty sponsor should be prepared to fulfill the following responsibilities:

- ✓ To judge the proposed internship for its learning objectives, methods, and evaluation criteria for higher education credit in a liberal arts context.
- ✓ To consult with the prospective on-site supervisor concerning their mutual interests in the supervising and guiding of the student. Phone calls, e-mails, or letters exchanged during the placement period are encouraged to achieve effective contact between the on-site supervisor and the faculty sponsor.
- ✓ To assist the student in drawing up a reading list of materials pertinent to the proposed internship.
- ✓ To supervise and approve the formal internship proposal, which the student then submits either to the Department Chairperson or the Art History Area Head.
- ✓ To communicate with the on-site supervisor and the student intern during the course of the internship.
- ✓ To evaluate and grade the student's internship experience, taking into consideration the on-site supervisor's evaluation (the form is given to the on-site supervisor by the student intern), the student's written and oral evaluation of the experience, and the student's paper or project. Sponsors must submit a grade (or pass/fail, according to individual department or program policy) by the established deadlines for the appropriate term of study.
- ✓ To provide the Art History Area Head, upon request, with a brief written assessment of the success and educational value of the internship

C. Since the faculty sponsor's responsibility for the overall quality and evaluation of the internship experience is a time-consuming commitment, no faculty member engaged in full-time teaching may sponsor more than five internships in a single academic term.

IV. GUIDELINES FOR THE ON-SITE SUPERVISOR

A. The on-site supervisor must clearly be qualified by professional experience and affiliations, job status, professional credentials, etc., to guide and evaluate the internship activity. The student's parent(s) or an immediate family member may not serve as the on-site supervisor.

B. The on-site supervisor is asked to meet the following expectations:

- ✓ To consult with the student applicant and the faculty sponsor concerning their expectations and plans.
- ✓ To review the description of internship content on the student's proposal form, and submit a letter detailing the student's duties, in time for the student to meet proposal deadlines. Note that the letter from the on-site supervisor must be attached to the internship proposal, or faxed to 305 284 6355.
- ✓ To provide appropriate professional guidance and instruction to the student during the internship.
- ✓ To ensure that the internship closely matches the agreed upon activities and learning experiences. Major departures from the approved plan must be reviewed by the faculty sponsor (and, in the case of Exploration Internships, by the Dean of Studies).
- ✓ To write an evaluation of the intern at the conclusion of the internship and submit this appraisal to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

C. The on-site supervisor is not responsible for providing housing for or remuneration to the student intern. The student intern remains responsible for his or her general well-being, health, and living expenses. An internship may, however, become a paid position if the supervisor so desires.

Updated 11/2012