

Art + Art History

INTERNSHIP PACKET

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Art + Art History Department

502 S. Cooper St.

Fine Art Building, room 335

Arlington, TX 76019-0089

Intern Coordinator: Matthew Clark - matthewclark@uta.edu

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INTERNSHIP PACKET

Overview

WHAT IS AN INTERNSHIP?

An academic internship is employment for class credit. It is an apprenticeship, related to your area of study, with relevant organizations, businesses, institutions and/or specialists in a professional, non academic environment.

BENEFITS OF AN INTERNSHIP?

You can't get the job, without experience. To get experience, you have to have a job. Even with a degree, no experience can be a problem. For most competitive careers, like art and design, an internship is essential. In a crowded job market an internship provides:

Experience. Studying is one thing, applying what you have learned to "real world" situations is another. Learn to back up your academic achievements with action.

Contacts. Working with professionals gives you the opportunity to develop a network of contacts that can offer references, advice and information about new job opportunities.

Future jobs. Many companies use internship programs to recruit talent. Working with interns gives them the chance to try out motivated, ambitious students before employing them. Even if you don't get a job offer - internships create valuable experience that employer's respect. They promote personal growth and build confidence in your future. Improve qualifications for after graduation employment and add strength to your resume.

New Skills. Internships allow you to diversify and build on your academic experience.

Comparison Shop. More than one internship gives you a chance to try on different types of work environments and find the kind of job that fits you best.

HOW INTERNSHIPS WORK?

You are basically working for class credit, not pay. Some internships are paid, most are not. In addition, you have to pay tuition and register for "class" to earn 3 to 6 credit hours. Credit hours are based on the total hours worked during the semester. An academic internship establishes an employment agreement between you and your employer. So you are subject to the workplace expectations, procedures and guidelines established by your internship employer. In turn, employers are obligated to provide a safe and professional working environment.

HOW TO FIND AN INTERNSHIP?

Opportunities through the school. Consult the intern faculty sponsor in your area of study. The advising office and faculty receive requests and develop partnerships with businesses, organizations, non-profit institutions, art galleries, museums and individual professionals for internship candidates. Internships are not guaranteed. Potential employers have their own formal guidelines for accepting interns. Depending on your area of study, you might have to attend interviews, create a portfolio of your work and a resume.

Opportunities on your own. Consult with faculty in your area of study for input about what internships best fit your qualifications and personal/professional goals. Some areas require faculty approval of student found internships.

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INTERNSHIP PACKET

Requirements/Credits

REQUIREMENTS

Students must have

- 12 credit hours of 3000+ level courses
- 3.0 Art GPA or better
- Can not be on academic probation

CREDIT HOURS

You must have an internship in place before you can register. Internships are available in both 3 and 6 credit hour courses, determined by the number of hours worked for the internship employer. Proposed work schedules are between you and your employer and work hours cannot overlap regularly scheduled class time. Internships may be repeated for up to a maximum of nine hours credit per faculty approval.

FALL/SPRING SEMESTER

15 WEEKS

- **3 credit hours** Art 4395
12 work hours [weekly] = 180 total hours [semester]
- **6 credit hours** Art 4695
24 work hours [weekly] = 360 total hours [semester]

SUMMER SEMESTER

5 WEEKS

- **3 credit hours** Art 4395
36 work hours [weekly] = 180 total hours [semester]

11 WEEKS

- **3 credit hours** Art 4395
17 work hours [weekly] = 180 total hours [semester]
- **6 credit hours** Art 4695
33 work hours [weekly] = 360 total hours [semester]

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INTERNSHIP PACKET

Step-by-Step

BEFORE REGISTRATION

- step 1** **Download Paperwork.**
Read everything.
- step 2** **Verify student requirements.**
- step 3** **Have an internship** before signing up for the class credit. The schedule is between you and your supervisor.
- step 4** **Pick a UTA Faculty Sponsor** to mentor your internship and sign off on the paperwork.
- step 5** **Submit paperwork** to the A+AH office, prior to first day of your internship. The following completed forms are required before you can register for credit.
- Contract
 - Memorandum
 - Article of Intent

DURING INTERNSHIP

- step 6** **Keep a daily log sheet and collect work samples** for mid semester and final turn in.
- step 7** **Be professional.** 100% participation/attendance. Act responsibly - You represent UTA.
- step 8** **Contact Faculty Sponsor** sometime during the semester to keep them informed of your progress.

MID TERM

- step 9** **Mandatory mid semester meeting.**
Check MyMav email for meeting dates, usually the Friday of the second week of October, March or July.
- step 10** **Submit mid term paperwork.**
[at mid semester meeting]
- Mid-semester Log Sheets
 - Portfolio-CD/DVD or Art History Summation Essay
 - Mid-Semester Evaluation
- Sent directly to Supervisor through email -returned directly to Art Office.

INTERNSHIP continued

repeat steps 6, 7 & 8

FINAL

- step 11** **Set up and Attend exit interview.**
Set up an appointment with your Faculty Sponsor for the last week of classes.
- step 12** **Submit all final paperwork.**
[at exit interview]
- Final Log Sheets
 - Student's Self Evaluation
 - Portfolio-CD/DVD or Essay
 - Exit Interview Form - Faculty Sponsor
 - Final Evaluation
- Sent directly to Supervisor through email -returned directly to Art Office

Questions?

- Faculty Sponsor - for questions regarding expectations for the internship and semester.
- The A+AH office - for questions concerning paperwork or academic issues. Contact Matthew Clark - matthewclark@uta.edu

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sign up date _____
registration date _____

INTERNSHIP - FORMS

[1] Contract [Due: Registration/Art Office]

STUDENT

I have read the internship requirements and agree to the following terms: Fulfill the duties assigned by the internship supervisor. Work a minimum of 180 hours - 3 credit hours or 360 hours - 6 credit hours, during the course of the semester. Meet all deadlines for required paperwork. To furnish examples of internship work. Enroll in Art 4395 (3 hours credit) or 4695 (6 hours credit) prior to beginning the internship.

Name [print] _____ Student ID#1000 _____

Semester/Year _____ Mav email _____

Concentration _____ Art GPA _____

Credit Hours _____ Hours Week _____

Signature _____ Date _____

INTERNSHIP SUPERVISOR

Agrees to supply learning opportunities in a professional and secure setting, to supervise the student's work and to evaluate and report on the student's performance.

Name [print] _____

Title _____ Name of Business _____

Address _____

Phone Number _____ Email _____

Signature _____ Date _____

Description of Internship duties

FACULTY SPONSOR

The Faculty Sponsor is responsible for overseeing the internship course. The Faculty Sponsor will assign the student's final grade after receiving both Evaluation Forms, Internship Log Sheets and a record of student's work.

Name [print] _____

Signature _____ Date _____

Send to: Intern Coordinator: Matthew Clark | Art + Art History Department | 502 S. Cooper St. | Fine Art Building Room 335 | Arlington, TX 76019-0089 or email to: matthewclark@uta.edu

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INTERNSHIP - FORMS

[2] Memorandum [Due: Registration/Art Office]

The UTA Art + Art History Internship Program is a voluntary program enabling students to enroll in class credit for part-time employment concurrent with their academic study each semester. During an internship, students gain practical on-the-job experience related to their area of study.

Please initial each of the Internship Guidelines indicated below. Students must adhere to the responsibilities and expectations listed during their participation in the internship program.

INITIAL HERE



- _____ [1] I have completed a minimum of 12 credit hours of 3000+ level courses and have a 3.0 GPA or better in my area of concentration.
- _____ [2] I agree to supply my transcripts to Intern Employers if requested.
- _____ [3] I agree to enroll in the internship course prior to starting work and pay required tuition/fees to UTA.
- _____ [4] I will work with the Academic Advising Office and Faculty Sponsor to ensure the correct course number and credit hours are recorded and required paperwork is submitted in a timely manner.
- _____ [5] I understand the Faculty Sponsor determines credit towards the degree and is responsible for submitting the final grade.
- _____ [6] I understand that the Intern, Faculty Sponsor and the Internship Supervisor are all responsible for the completion and submission of evaluations.
- _____ [7] I understand an internship can be repeated if approved by the Supervisor and Faculty Sponsor. A new internship requires the Intern to pay tuition, fees and submit a new set of all related paperwork.
- _____ [8] I understand that the Internship Employer is not obligated to rehire a student for a repeat internship.
- _____ [9] I understand that in the event [extraordinary circumstances] I must request a release from participating in my internship, I will consult with my Faculty Sponsor and Academic Advisor in person and notify the internship employer in writing.
- _____ [10] In order to earn college credit for the internship, I agree to complete all required work terms, submit all essays, logs, portfolio and evaluation paperwork. I agree to satisfy all requirements outlined in this Internship Packet.

This memorandum will be placed in your permanent records in the Advising Office-Department of Art + Art History.

Student (print) _____ MyMav ID _____
Student Signature _____ Date _____

Faculty Sponsor (print) _____
Faculty Sponsor Signature _____ Date _____

Send to: Intern Coordinator: Matthew Clark | Art + Art History Department | 502 S. Cooper St. | Fine Art Building Room 335 | Arlington, TX 76019-0089 or email to: matthewclark@uta.edu

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INTERNSHIP - FORMS

[3] Article of Intent [Due: Registration/Art Office]

The Article of Intent is an essay of learning expectations. Please research and provide one or two paragraphs on the organization and/or individuals providing the internship opportunity and what you hope to gain from this experience. This could include background information, mission statement, relevancy to your area of study, etc.

Student (print) _____ MyMav ID _____

Student Signature _____ Date _____

Faculty Sponsor (print) _____

Faculty Sponsor Signature _____ Date _____

Send to: Intern Coordinator: Matthew Clark | Art + Art History Department | 502 S. Cooper St. | Fine Art Building
Room 335 | Arlington, TX 76019-0089 or email to: matthewclark@uta.edu

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INTERNSHIP - FORMS

[4] Log Sheet (Due: Mid-Semester Meeting and Exit Interview)

Keep a daily log of work activities, skills utilized, projects completed.

DATE	ACTIVITY	TOTAL HOURS

Print additional copies as needed.

Questions? Intern Coordinator: Matthew Clark email: matthewclark@uta.edu

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INTERNSHIP - FORMS

[5] Mandatory Mid-Semester Meeting [Due: 2nd Friday of Oct, March or July]

Turn in the Mid semester paperwork: Log Sheet, Portfolio or Essay, plus Mid-Semester meeting form. In addition, this meeting was designed to bring together interns to discuss the internship experience and any issues you may be having. Come to the meeting prepared to discuss the following topics:

Challenge

Do you feel you are learning anything?

Quality of Work

Are you given opportunities to work on a professional level?

Technical Knowledge

Are you given opportunities to learn/tools and procedures of the job?

Collaboration

Did you have opportunities to interact with others? Did you have access to your supervisor?

Professional Preparation

Do you feel you are gaining preparation for a professional career through your internship?

Personal

What specific strengths and weaknesses are you learning about yourself?

Impact of Study

How is your classroom experience impacting your internship experience?

Overall Rating

Considering all factors - how would you rate your experience?

Student

Internship Location _____

Questions? Intern Coordinator: Matthew Clark email: matthewclark@uta.edu

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INTERNSHIP - FORMS

[6] Mid-Semester Evaluation - Supervisor [Due: 2nd Friday of Oct, March or July]

Thank you for participating in the UTA Art + Art History Internship program. We appreciate your help with our student's professional development.

Student _____ Internship Location _____

Quality of work Work was at introductory professional level.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Technical knowledge Student understood tools and procedures of the job.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Initiative Student took initiative and was resourceful.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Creativity Student attempted to develop creative solutions to problems.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Collaboration Student got along well with co-workers and clients.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Attitude The student behaved appropriately, positive attitude in work environment.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Dependability The student followed instructions. Accepts responsibility. Follows through.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Comparison Students overall work performance as compared to other interns.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Comments					
Overall Performance	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> F

Supervisor signature _____ Date _____

Questions? Intern Coordinator: Matthew Clark email: matthewclark@uta.edu

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INTERNSHIP - FORMS

[7] Final Evaluation - Supervisor [Due: Last Friday of Nov, April or July]

Thank you for participating in the UTA Art + Art History Internship program. We appreciate your help with our student's professional development.

Student _____ Internship Location _____

Completion of Assignments Excellent Very good Good Fair Poor
Completed work within the allotted time.

Quality of Work Excellent Very good Good Fair Poor
Work is at an introductory professional level.

Technical Knowledge Excellent Very good Good Fair Poor
Understood tools / procedures of the job.

Initiative Excellent Very good Good Fair Poor
Works pro-actively and is resourceful.

Creativity Excellent Very good Good Fair Poor
Attempts to develop creative solutions to problems.

Collaboration Excellent Very good Good Fair Poor
Ability to deal with co-workers / clients.
Seeks advice.

Attitude Excellent Very good Good Fair Poor
Behavior is appropriate, positive attitude.

Dependability Excellent Very good Good Fair Poor
Responsive to direction. Accepts responsibility. Reliable.

Problem Solving Excellent Very good Good Fair Poor
Recognizes need for corrective action
Attempts to facilitate solutions

Communication Excellent Very good Good Fair Poor
Ability to communicate verbally / written
Accepts criticism.

Comparison Excellent Very good Good Fair Poor
Students overall work performance
as compared to other interns

Overall Performance A B C D F

Supervisor signature _____ Date _____

Questions? Intern Coordinator: Matthew Clark email: matthewclark@uta.edu

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INTERNSHIP - FORMS

[8] Self Evaluation - Student [Due: Exit Interview]

Student _____

Internship Location _____

Challenge Excellent Very good Good Fair Poor
Did you feel you were learning?

Quality of Work Excellent Very good Good Fair Poor
Were you given opportunities to work on a professional level?

Technical Knowledge Excellent Very good Good Fair Poor
Were you given opportunities to learn/tools and procedures of the job?

Collaboration Excellent Very good Good Fair Poor
Did you have opportunities to interact with others? Did you have access to your supervisor?

Overall Rating Excellent Very good Good Fair Poor
Considering all factors - how would you rate your experience?

Narrative Evaluation

- Are you better prepared to undertake a professional career after having completing your internship?

- What specific strengths and weaknesses did you learn about yourself while working your internship?

- How did your classroom experience impacted your internship experience and what academic tools were most valuable in preparing you for the internship?

Questions? Intern Coordinator: Matthew Clark email: matthewclark@uta.edu

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INTERNSHIP - FORMS

[9] Exit Interview - Faculty Sponsor Evaluation [Due: During Last Week of Class]

STUDENT

Name [print] _____ Student ID# 1000 _____ Semester/Year _____

Internship Location _____ Credit Hours _____

Signature _____ Date _____

Final grades will be based on the Faculty Sponsor's assessment of the overall internship experience and include fulfilling paperwork deadlines, employer evaluation and portfolio/essay review.

FACULTY SPONSOR

Participate in "two way" conversations with Faculty Sponsor during the semester Yes No

Final Log Sheets Yes No

Final Portfolio or Essay Yes No

Self Evaluation Form Yes No

Participate in Exit Interview Yes No

Received Supervisor's Performance Evaluation Yes No

Overall Performance Grade A B C D F

Comments

Faculty Sponsor (print) _____

Signature _____ Date _____

Please return all paperwork to: The Art + Art History Department

Intern Coordinator: Matthew Clark email: matthewclark@uta.edu