

**FINE ART INTERNSHIP**  
**PROCEDURES & REQUIREMENTS**

Internships that are well-conceived, well-structured, and well-monitored to insure against significant problems work best. The following reporting procedure is designed so as to

- cause each intern to review and evaluate regularly his/her experience;
- provide the faculty supervisor with enough ongoing information to monitor the quality of each intern's experience.

Procedure:

1. Prior to start-up, the student will draft and submit a "contract letter." (See description under "responsibilities of interns.")
2. Along with the "contract letter" the student will submit an "internship calendar" listing the days, hours, and location for the duration of the internship period. Like the "contract letter," the "internship calendar" must be signed by the student and the host organization supervisor.
3. Each intern will maintain a daily log reporting on activities, task-outcomes, etc. (Use "internship log sheet" supplied in your internship packet.) Each intern should review this log at the end of each three-week period with the host organization supervisor and secure his/her signature on the log sheet.
4. By the first of each month, interns will submit to the faculty supervisor copies of all (signed) log sheets covering the preceding period along with a one-page cover letter summarizing and highlighting the period. The cover letter should specifically shed light on the status of the principal project of the task assigned to the intern.
5. The faculty supervisor may elect to conduct a site visit while the intern is working.
6. Two weeks prior to the last day of the semester, interns will submit to the faculty supervisor
  - the final installment of the log sheets;
  - copies of any work prepared by the intern; and
  - either a public history paper *or* a historical scholarship paper (See "reporting procedures.")

**STRUCTURE**

Internships normally last fifteen weeks, or a complete semester. While the specific work schedule will vary among internships, the student intern can expect to spend a minimum of 8 hours a week working. For summer sessions, the student can expect to spend at least 10 hours per week for 12 weeks of the summer. Internships of shorter duration are possible; however, they must be discussed with the faculty advisor and must involve at least 120 hours of work for 3 semester hours of credit. Prior to the semester in which the internship begins, the student will have been interviewed by the faculty member supervising the internship. It is during the interview that the student and the faculty member will discuss appropriate internship opportunities; required skills, knowledge, and ability; and successful interview techniques.

**ADMISSION STANDARDS**

Those students who wish to enroll in the internship program must meet the following requirements:

- be currently enrolled in good standing in the university;
- have passed the basic English requirement and (if applicable) all required English Language Program (ELP) requirements;
- have completed the following course work:
- undergraduate: at least 75 semester hours of course work and at least two semesters at Roosevelt University.

## **INTERN'S RESPONSIBILITIES**

Because the student is representing Roosevelt University and the art program while he or she is an intern, it is expected that the student will conduct him- or herself in a professional, competent manner—one that brings credit upon the program and university. Interns will comply with all pertinent policies of both the University and the host organization. In particular, interns are responsible for following the host agency's policies and guidelines with regard to confidentiality of clients and related information in connection with the internship experience. A good maxim to follow: "When in doubt, find someone who knows and ask."

Except as otherwise agreed to in the contract letter (see following), the intern should assume that the host organization will not provide insurance for health, life, or auto, or any other benefits to which the organization's regular employees are entitled.

## **CONTRACT LETTER**

Each intern is responsible for drafting, negotiating, submitting, and complying with a "contract letter." (A sample letter is included in this packet.) The contract letter will include at least the following:

- number of hours and the days of the week that the intern will work;
- dates of start-up and completion;
- primary and secondary projects/activities for which the intern will be responsible during the internship;
- general expectations regarding the range of experiences and variety of exposures to opportunities that the internship will bring; and
- name, title, and address of the staff person to whom the intern will report during the internship.

## **REPORTING PROCEDURES**

Once the contract letter has been approved by both the host agency and the student, both will sign the contract and a copy will be given to the faculty coordinator to be included in the student's file. Based on the agreed-upon work schedule, the student will prepare an internship calendar listing the days, hours, and location (in the event that the internship entails more than one facility). This calendar will cover the length of the internship. Each intern will maintain a weekly log of his/her activities. Log sheets (included in the intern's packet) should be kept in a secure place for regular notation and review. At the end of each three-week period, the intern should review his/her log report with the host agency supervisor who will sign the report.

On approximately the first of each month, interns will submit to the faculty supervisor copies of all signed log sheets covering the preceding month. The student will also submit a one-page cover letter that summarizes and highlights the period, particularly with regard to the status of the principal project(s) or task(s) assigned to the intern.

Ten days before the last day of the semester, the intern will submit to the faculty coordinator:

- the final installment of the log sheets;
- copy of any written or visual work prepared for the host organization; and
- a typed report of the internship by the intern. It should cover the following:
  - 1) a description of the host organization (e.g., structure, function, nature of clientele/constituency);
  - 2) the highlights and successes of the internship (e.g., Were the projects completed satisfactorily? What barriers were overcome? What were the major achievements?);
  - 3) the major skills and insights gained from the experience (e.g., What do I know now that I didn't know before?);

4) a self-evaluation (e.g., Did I meet the expectations set forth in the contract letter? What were my challenges? What were my limitations or constraints? What would I do differently if I were to start over?); and

5) an evaluation of this internship placement (e.g., What are some ways in which it could be improved for future interns?) and of the internship program in general.

Undergraduates will be required to write an 8-10 page paper.

### **EVALUATION BY THE HOST AGENCY**

At least ten (10) working days prior to the end of the semester, the faculty supervisor will send the host organization supervisor an Internship Evaluation form along with a stamped self-addressed envelope and instructions for its completion. The host organization supervisor may share his/her evaluation with the intern or may keep it confidential. In either case, the supervisor must submit the evaluation form directly to the faculty supervisor no later than the date specified on the stamped envelope.

### **INTERN'S GRADE**

The intern's grade will be based on the following:

- the timely completion and submission of the log reports on a regular basis;
- a final paper of the internship experience;
- any "product" completed by the intern for the organization during the internship; and
- the Internship Evaluation form submitted by the host organization supervisor.

### **WHAT IF THE PROJECTS AREN'T FINISHED?**

In a number of cases, internships may start after the semester has begun. Given the requisite hours the student must spend in field study, it might be difficult to complete all projects/activities by the end of the regular semester. If a project (or projects) is still in progress, please notify the faculty supervisor so that a "work in progress" grade can be submitted at the time that grades are normally submitted to the registrar's office. When the work is completed and all other reports are turned in, then the final grade can be evaluated and submitted to the registrar.

### **Sample Contract Letter for Internships**

Student's Name  
Address  
City, State, Zip  
Phone (work/home)

Date

I, (student's name), agree to serve as a student intern in the offices of Acme Museum/Historical Society. I am a senior undergraduate student in the art program of Roosevelt University under the faculty supervision of Professor Chris Chulos. The internship, which will begin on (date), will continue until (date), or until 120 hours of service have been performed and projects have been completed. The days I will work will be (the days and the times).

The main projects I will undertake will be (1) (Project #1), (2) (Project #2), and (3) (Project #3).

My immediate supervisor will be (name), (title). [S]he can be contacted at (telephone #) during business hours.

\_\_\_\_\_

\_\_\_\_\_

(Intern's Signature)

(Supervisor's Signature)

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

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

Address of internship site:

# INTERNSHIP LOG

Name of Intern \_\_\_\_\_

Internship Site \_\_\_\_\_

Preceptor/Supervisor \_\_\_\_\_

Week #	Dates	Hours		Activities	Observations
		Worked			