

FAA5181/6081 ~ Professional Internship Guidelines

Course Description

This course provides constructive learning experiences in support of the visual arts through supervised activity either in the studio of a professional artist, or in the operation of a professional art-related organization such as a gallery, museum, studio, or production facility.

If working with a professional artist, students will have the opportunity to gain in-depth knowledge about the work that goes into a long-term project, the business aspects of being a working artist, exhibition preparation, and marketing and promotion of art work.

If working for an organization, students will gain experience in the practices and requirements of that specific work place. They will learn about the range of work conducted by the organization and how that interfaces either with other departments or with other businesses. The student will gain an understanding of day-to-day operations and the interactions of colleagues within the organization.

Limits

Students may not accumulate more than 4 credits in any combination of this course and the Studio Research Assistantship (FAA6080) course. The student determines the length of the internship and enrolls for the appropriate number of credits.

Amount of Work

Both graduate and undergraduate interns should complete a total of 45 hours of work per credit hour by the end of Exam Week in any given semester. (45 hrs. for 1 credit; 90 hrs. for 2 credits; 135 hrs. for 3 credits; 180 hours for 4 credits)

Required Meetings

Four meetings will be required. You must meet with the professor overseeing the internship one time each in weeks 1, 5, 10, and 15. The student should bring her/his weekly log that has been signed by the organizational supervisor as a basis for discussion.

Procedures

1. The student seeks a full-time professor (non-adjunct) willing to oversee the internship.
2. The student secures a position with an artist or organization. A supervisor within the organization is identified.
3. After a position is secured and prior to the start of the internship, a Professional Internship Work Plan Form is filled out jointly by the intern and the supervisor in the organization in which the work will be performed. This outlines the training to be received and the duties to be performed by the intern. It defines the period of time the internship will cover and where the internship will occur. It is signed by the intern, supervisor, and the professor overseeing the internship, with each receiving a copy.
4. The student must register for the course (FAA5181/6081) in the Semester during which the Internship takes place. The student must bring a completed Add/Drop slip along with the Professional Internship Work Plan Form to the School of Art office for the School of Art Director to approve. Once approved, the student can take the Add/Drop slip to OneStop. The Work Plan Form original will remain in the office.

5. At the conclusion of the internship, a Professional Internship Evaluation Form must be completed by the intern's organizational supervisor. It is the intern's responsibility to give a copy of the form to this person. The organizational supervisor then sends it to the professor overseeing the internship before the last day of classes in the semester the work was performed. The professor completes the form and submits the grade as directed below in "Grades and Evaluation".

Grades and Evaluation

The professor overseeing the internship should report the final grade by 12 noon on the last day of Exam Week to Emily Paolucci (emily.paolucci@uc.edu).

Writing Assignment

The intern must write an "end of internship" final report. This report should be based on a weekly log of duties performed and include detailed descriptions of the interns, tasks, experiences, and accomplishments made during the internship. It should also include recommendations for future interns. It should be word-processed and is due to the professor overseeing the internship on the last day of classes in the semester the work was performed.

Work Duties

Studio Interns:

The student shall be engaged in meaningful training in the practices of a professional artist. He/she should be considered an apprentice, not a volunteer, and should be assigned tasks at a level of complexity that will allow him/her to learn about art work production, and how artists interface with exhibition, publication, and/or marketing venues. The following are examples of the kind of work that may be performed in a professional artist's studio or production house, will recommendations for the ***maximum*** amount of time allowed for specific activities. The list is not comprehensive.

- Assist in the creation of artwork (100%)
- Assist in clerical work such as requisitioning art materials and supplies; ordering materials from Interlibrary Loan; business correspondence and filing; preparation of project-related marketing and advertising materials; inventory original works of art or materials (20%)
- Assist in art project-related research such as scanning and photocopying appropriate material; researching exhibition, publication, and grant/funding opportunities; collecting information from reference guides about technical processes, people, movements, styles, etc. (30%)
- Aiding in the packing, shipping and installation of artwork; preparation of project-related presentations (such as at conferences and professional meetings) (30%)

Interns in Organizations:

The student will be entrusted to an organization for meaningful training in the practices of that particular workplace. He/she should be considered an apprentice, not a volunteer, and should be assigned tasks at a level of complexity that will allow him/her to learn about the range of work conducted there, how that work interfaces with other departments or businesses, and how it relates to the organization's overall mission. The student should be allowed to shadow a supervisor or mentor, and attend planning meetings, as appropriate, in order to gain a fuller understanding of day-to-day operations and the way in which staff members interact when working on various projects.

PROFESSIONAL INTERNSHIP WORK PLAN

Intern Name: _____ **Phone:** _____

E-Mail: _____ **M** _____

Intern Supervisor: _____ **Phone:** _____

E-Mail: _____

Organization & Address: _____

Number of Credit Hours Registered For: _____ **Start Date:** _____ **End Date:** _____

Days/Hours to be worked: _____

To the Supervisor: This student is entrusted to you for meaningful training in the practices of your organization. He/she should be considered an apprentice, not a volunteer, and should be assigned tasks at a level of complexity that will allow him/her to learn about the range of work conducted there, how that work interfaces with other departments or businesses, and how it relates to the organization's overall mission. The student should be allowed to shadow either you or another mentor, and attend planning meetings, as appropriate, in order to gain a fuller understanding of day-to-day operations and the way in which staff members interact when working on various projects.

Supervisor will provide the following training and mentoring: _____

Intern duties and responsibilities: _____

SIGNATURES - Affixing signature affirms agreement with the terms of this document.

Intern: **Signature:** _____ **Date:** _____
 Printed Name: _____ **Phone:** _____
 Email: _____

Intern Supervisor: **Signature:** _____ **Date:** _____
 Printed Name: _____ **Phone:** _____
 Email: _____

Faculty Supervisor: **Signature:** _____ **Date:** _____
 Printed Name: _____ **Phone:** _____
 Email: _____

PROFESSIONAL INTERNSHIP EVALUATION FORM

To the Intern Supervisor: Please fill out this form keeping in mind that the intern is a student who is in training and not a professional employee. This rating will be used to help determine the student's grade, so please consider your responses carefully. Please submit this to the professor overseeing the internship immediately upon conclusion of the internship.

Intern: _____ **M** _____

Organization in which Intern Served: _____

Date Internship Began: _____ **Date Internship Ended:** _____ **Total number of hours worked:** _____

Name of Intern Supervisor: _____

Tel. _____ **E-Mail** _____

Did the intern complete the goals set out in the Internship Work Plan? If not, why not?

Strengths of the intern:

Areas in which the intern could improve:

What was the degree of the intern's effectiveness in achieving the expected results? Please comment on the following performance factors using the following rating scale:

- A - Excellent = consistently exceeded expectations
- B - Good = consistently met expectations; exceeded some expectations
- C - Satisfactory = consistently met expectations
- D - Poor = failed to meet expectations
- N/A - Not applicable

Performance Factors	Rating	Comments and/or Examples
Production (produces the expected amount of work)		
Thoroughness/Accuracy (gets the job done right)		
Independent Action (uses initiative, does not require close supervision)		
Work Methods (works efficiently, organized)		
Problem Solving (analyzes relevant facts, makes sound recommendations)		
Interpersonal Skills (courteous; open to other opinions)		
Written Communication (clear, well-organized, grammatically correct)		
Job Knowledge (proficient in methods or skills required; acquired knowledge)		
Work Habits (good attendance; personal calls or discussions did not interfere or disrupt)		
Attitude (situationally appropriate; matched to task)		
Suitability for the Work (understands what the organization does and the work required)		
Other		

If given the opportunity, would you have the intern return? ___ Yes ___ No

Intern Supervisor's Signature: _____

Date: _____

For the Professor Overseeing the Internship:

1. Was the written assignment handed in on time? ___ Yes ___ No
2. Was the written assignment clear and well organized? ___ Yes ___ No
3. Was the written assignment free of spelling and grammatical errors? ___ Yes ___ No
4. Did the written assignment contain all the required information? ___ Yes ___ No

FINAL GRADE: _____

Professor's Signature: _____

Date: _____