

University of Southern Maine
Department of Art

Internship in the Visual Arts CHECK LIST

- Meet with faculty advisor and the Department Chair to discuss potential internship and plan proposal. Kelly Hrenko, Department Chair, 207-780-5276 or kelly.hrenko@maine.edu.
- Carefully review application material and explore possible internships.
- Consider what you wish to learn from an internship, ways in which the internship could develop professional goals and/or reflect personal interests.
- Prepare your resume with consideration of potential internship.
- Identify a potential Internship and arrange an initial interview. Provide Internship Sponsor/Supervisor with USM Internship guidelines.
- Finalize application and submit final proposal with supporting documents to faculty sponsor, internship supervisor, and Department Chair for approval.
- Complete the required Liability Form and forward to the Department Chair.
- Confirm approval and subsequent registration with the Department Chair.
- Begin internship and regular entries in your journal.
- Maximize your learning opportunities by asking questions. Compare internship with other learning experiences, and consider how the internship relates to you now and how it is relevant to your academic goals. Get feedback from your supervisor and faculty sponsor. Make weekly entries in your journal. Ask yourself how your life would be affected if you chose this career, or how the artist/institution affects the visual arts community.
- Document your internship -- take photographs of your activities.
- Submit your journal and all evaluation forms at the conclusion of your internship, and prior to your presentation to the Department Chair.
- Arrange with the Department Chair for your final oral presentation. In the oral presentation discuss your internship experience (approximately 10 to 15 minutes).