

Internships in the Visual Arts at USM

Internships are a valuable opportunity for you to extend your academic experience through associations with the local visual arts community. Internships allow students to work with art professionals, artists, and scholars, as well as institutions, organizations and/or businesses connected to their individual interests and future career goals. Through the internship experience you can gain insight into and knowledge about professional experience in your chosen field.

Students applying for an internship must be matriculated art majors, have completed the art foundation and have reached junior status (53 or above credits).

Applications must be submitted to the Art Department and approved before registering for the internship course and beginning the internship.

Student Responsibilities and Procedures

Students are responsible for initiating the Internship process by first contacting their faculty advisor to check their eligibility and to discuss what sort of internship corresponds to their curricular needs. You should consider how a potential internship could advance your professional goals and develop your personal interests. Think about the specific skills you have as well as those you would like to acquire. Discuss potential internship opportunities with your faculty advisor and/or the Art Department Chair. When you have identified one or more possible internships, contact potential sponsors and schedule interviews with them. When you have found a sponsor, and agreed on the activities and duties you will perform for your internship write your proposal. Your proposal should include a detailed outline of all specific expectations, such as scheduled times, responsibilities and opportunities for inclusion and / or observation of activities of interest. Your internship sponsor must sign your application form and agree to your proposal. Your faculty advisor must also approve your proposal and sign your completed internship application before submitting it to the Art Department Chair for final approval.

Students must submit a signed Student Liability form with their completed Internship Application and detailed written proposal to the Art Department Chair.

The Art Department Chair will register students for ART 400 Internship in the Visual Arts after the Internship Application has been completed and approved.

Grades will be recorded as Pass/Fail only. Each student is limited to a total of three credits.

PLEASE NOTE: BFA and Art & Entrepreneurial Students are required to complete 3-credit Internships.

At the conclusion of the Internship students are required to submit a journal with visual documentation, give a final presentation to the Art Department Chair, and complete a student evaluation of the experience.

The journal should articulate individual observations and insights throughout the internship, as well as provide both a written and visual documentation of the experience. Students are encouraged to list the types of activities undertaken and/or observed, and consider how they relate to their individual interests. Students may wish to consider how their life would be affected if they choose this career, or how their internship artist/institution affects the visual arts community. Responses may be either positive or negative. Students are expected to make weekly journal entries.

The Art Department maintains the right to duplicate student journals and/or visual documentation for promotional purposes.

Interns are required to give a 10 to 15 minute final oral presentation drawn from their journal to the Art Department Chair outlining their experience at the end of each semester. Art faculty, staff and fellow students are welcome to attend. Students will need to contact the Department Chair to schedule their presentation.

Written evaluations completed by both the student and the internship supervisor are due to the Art Department Chair at the conclusion of the internship.

Credit(s) and grade will only be given upon completion of all requirements

Internship Supervisor Responsibilities

Each sponsoring institution must commit to assigning a specific individual to supervise the student.

Forward Certificate of Liability when necessary.

Students should know beforehand their explicit duties. A schedule that details the number of hours per week the student is expected to work must be agreed upon by the student and the internship sponsor. Students seeking credit for the internship must work 45 hours for 1 credit, 90 hours for 2 credits, and 135 hours for 3 credits.

Sponsors are encouraged to contact Kelly Hrenko, the Art Department Chair, at 207.780-5276 or kelly.hrenko@maine.edu as questions or concerns arise.

At the conclusion of the internship sponsoring supervisors must complete a written evaluation of the students; students will provide the sponsor with the appropriate Art Department evaluation form.

Faculty Advisor Responsibilities

Faculty should evaluate the internship proposal to determine if it is academically appropriate for the student and assist the student as necessary.

Faculty should be available to advise the student during the internship.

Faculty are encouraged to monitor the intern's progress and accomplishments, and are welcome to attend the final presentation.

Art Department Chair's Responsibilities

The Department Chair should ensure that both the student and the Internship sponsor are aware of their responsibilities regarding the proposed internship.

The Department Chair is responsible for collecting Student Liability forms and the Institution's Certification of Liability. In addition the Chair should review the Internship Site for potential hazards.

The Chair will serve as the liaison between the Internship Sponsor and the Department of Art. Sponsors are encouraged to contact Department Chair if questions or concerns arise.

The Department Chair will assemble all application materials and notify both the student and the sponsor of internship approval. The student will register for their internship through the Department Chair.

The Department Chair is responsible for scheduling the final internship presentation at the end of the semester.

The Department Chair will collect the completed student and sponsor evaluation forms, as well as the student's journal and visual documentation at the conclusion of the internship.

The Department Chair will review all internship applications for approval, attend or appoint a representative for the final presentation, and will issue a final grade to the Registrar's office.