**Internships in the Visual Arts at USM**

**Student Responsibilities and Procedures**
Students are responsible for initiating the Internship process by first contacting their faculty advisor to ensure eligibility and that the internship corresponds to their curricular needs. The student’s advisor and/or another Art Department faculty member will serve as faculty advisor/sponsor. The faculty advisor/sponsor will evaluate the application to determine appropriateness. Students must then contact the arts organization and Internship Coordinator to determine the availability of an internship. Start early!

Submit required Student Liability forms with application to Internship Coordinator.

Applications will be reviewed by the faculty advisor/sponsor, internship supervisor, Internship Coordinator and Department Chair. The Internship coordinator will assist with your registration. **Applications must be submitted to the department and approved prior to enrolling for the internship.**

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

Students must be a matriculated art major, have completed the art foundation and have reached junior status (53 or above credits).

Internship applications require a detailed written proposal, current academic transcript (available from the Registrar’s office) and appropriate signatures for consideration prior to approval and subsequent registration.

Students are required to submit a journal with visual documentation, participate in a final presentation at the end of each semester and complete the student evaluation at the conclusion of the internship.

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

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

Interns are responsible to give a 10 to 15 minute final oral presentation drawn from their journal to the Department 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 Internship Coordinator to schedule their presentation.
Written evaluations completed by both the student and the internship supervisor are due to the Internship Coordinator 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 where 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 worked out between the student and the 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. Students should not receive payment.

Sponsors are encouraged to contact Patti Volland, Internship Coordinator at 207.780-5484 or volland@maine.edu as questions or concerns arise.

Sponsoring supervisors must evaluate the students at the conclusion of the internship; students should provide the sponsor with the appropriate Art Department evaluation form.

**Faculty Advisor Responsibilities**
Faculty are should evaluate the internship proposal to determine if it is academically appropriate for the student and assist student as appropriate.

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

Faculty are encouraged to monitor the interns’ progress and accomplishments and are welcome to attend the final presentation,

**Internship Coordinator Responsibilities**
The Internship Coordinator should ensure that both the student and the Internship sponsor are aware of their responsibilities regarding the proposed internship.

The Internship Coordinator is responsible for collecting Student Liability forms and Institutions’ Certification of Liability. In additions Coordinator should review Internship site for potential hazards.

The Coordinator will serve as the liaison between the Internship Sponsor and the Department of Art at the University of Southern Maine. Sponsors are encouraged to contact the Internship Coordinator as questions or concerns arise.
The Internship Coordinator will assemble all application materials and notify student and sponsor of approval. The student will register for their internship through the Internship Coordinator.

The Internship Coordinator is responsible for scheduling the final presentations each semester.

The Internship Coordinator will collect completed student and sponsor evaluation forms, student journal and visual documentation at the conclusion of the internship.

**Department Chair Responsibilities**
The Department Chair will review all internship applications for approval, notify Internship Coordinator of decisions, attend or appoint representative for final presentations and will issue final grade to the Registrar’s office.