University of Southern Maine
Department of Art

Application for Internship

Date: ________________

Student Information

Name: __________________________  Student ID: ________________
Phone: _______________  E-Mail Address: __________________________
Address: _______________________________________________________
Area of Concentration: ___________  Faculty Advisor: ________________

Internship Information: Attach Proposal and current academic transcript.

Dates of Proposed Internship: ________________ (note semester/year)
Internship Sponsor/Supervisor: ______________________________
Phone: _______________  E-Mail Address: __________________________
Name of Institution/Organization: ______________________________
Address: _______________________________________________________
Number of credits: (1-3 credits) ____________
1 credit equals 45 hrs of work time; 2 credits equals 90 hrs; 3 credits equals 135 hrs.

Estimate number of hours per week and number of weeks: ____________

• Provide a description of the activities will you be performing? Please be as specific as you can.
• Describe what you hope to learn in your internship. Again, be specific.
• How will this internship meet your long-term educational objectives?

Signatures

Student: ________________________________________________
Faculty Advisor/Sponsor: ________________________________
Internship Supervisor: ________________________________
Internship Coordinator: ________________________________
Department Chair: ________________________________
**Internship in the Visual Arts**

An internship is a requirement for students seeking a Bachelor of Fine Arts Bachelor of Arts with an art history concentration or a Bachelor of Arts with a studio art and entrepreneurial studies concentration. Students pursuing a Bachelor of Arts are welcome to participate in the program. The purpose of the internship is to provide art majors an opportunity to experience working with art professionals in either a studio, museum, gallery, or arts institution/organization.

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

- Grades will be recorded as Pass/Fail only. Each student is limited to a total of three credits. 1 credit equals 45 hours of work time; 2 credits equal 90 hours; 3 credits equal 135 hours.

- Internship applications require a detailed written proposal, current academic transcript and appropriate signatures for consideration prior to approval and subsequent registration.

- Your faculty advisor/sponsor, internship supervisor, Internship Coordinator and the Department Chair will evaluate your application prior to the start of the internship.

- Applications MUST be submitted to the Department of Art in the semester prior to the one enrolled for the internship.

- Student are required to submit a journal with visual documentation, participate in a final presentation 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. You are encouraged to consider listing the types of activities undertaken or observed and consider how they relate to individual interests. See suggested questions.

- The Department requests the right to duplicate student journals and visual documentation for promotional purposes.

- Interns are responsible to give a final presentation to the Department outlining their experience to faculty, staff and fellow students. Students will need to contact with the Internship Coordinator to schedule a 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.