

**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.

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

Estimate number of hours per week and number of weeks: \_\_\_\_\_

- Provide a description of the activities that you will 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: \_\_\_\_\_

Department Chair: \_\_\_\_\_

## **Internship in the Visual Arts**

An internship is a requirement for students seeking a Bachelor of Fine Arts, a 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.
- A Student's faculty advisor/sponsor, internship supervisor, and the Art 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 actual internship enrollment semester.
- Students 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 and 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 or observed, and consider how they relate to their individual interests. See suggested questions.
- The Department requests the right to duplicate student journals and visual documentation for promotional purposes.
- Interns are responsible for giving a final presentation outlining their experience to the Art Department Chair, and audience may include faculty, staff and fellow students. Students will need to contact the Department Chair to schedule a 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.**