

# ART INTERNSHIP

ART HISTORY  
CERAMICS  
DRAWING  
FINE ARTS  
GRAPHIC DESIGN  
ILLUSTRATION  
MUSEUM STUDIES  
PAINTING  
PHOTOGRAPHY  
PRINTMAKING  
SCULPTURE

Department of Art  
The University of Central Arkansas

## ART 4675 Art Internship Syllabus

Department: Art  
Course Number: 4675 or 4375  
Course Title: Art Internship  
Description: Supervised, practical experience in art  
Prerequisite: Departmental approval in the semester prior to enrollment  
Text: No text required. Readings may be assigned.  
Credit Hours: 6 or 3  
Office: McAlister 101 Phone: 450-3113  
Art Department Chair: Dr. Jeff Young, McAlister 101, email [jyoung@uca.edu](mailto:jyoung@uca.edu)

**Course Objectives:** The purpose of the internship is to:

1. Develop aspects of an art profession which are appropriately learned in real work situations.
2. Apply skills learned in the academic setting.
3. Provide an opportunity to work under the supervision of a professional.

**Course Outline:**

1. Obtain internship position and sponsor in semester prior to enrollment.
2. Define internship objectives.
3. Complete internship application, sign Internship Contract, and submit to art office for faculty approval.
4. Implement the internship work experience.
5. Schedule at least two progress checks between faculty internship sponsor and internship mentor.
6. Request final internship evaluation of internship supervisor.

**Course Requirements:** In addition to professional performance at the internship site, the following are required to earn internship credit:

1. It is expected that the student will work at least 300 clock hours for six hours of credit (150 hours for three hours credit).
2. It is expected that a person representing the internship site will be responsible for supervising the student's work and serve as liaison with the faculty sponsor.
3. The student will maintain a record of projects completed during the internship. This record should include descriptions of content and ideas applied, techniques used, tools and/or hardware used, software employed, (if any) and any problems encountered and how they were resolved. This record should be submitted to the faculty sponsor during the final week of the semester.
4. The faculty sponsor communicates with the internship supervisor for reports on the student's progress. At the end of the semester, the two sponsors confer regarding the student's final grade. The internship supervisor is requested to complete a final evaluation form.

**Course Evaluation:** Documentation (slides, digital portfolios, etc.) of projects will be reviewed by the faculty sponsor and a final grade assigned. Evaluation criteria will be weighted according to the following:

Faculty sponsor evaluation	30%
Internship supervisor evaluation	50%
Internship documentation	20%
Grading Scale:	90-100%      A
	80- 89%      B
	70- 79%      C
	60- 69%      D
	Below 60%     F

**Attendance Policy:** If the student fails to complete the clock hours required for the internship, the final grade will be F.

**Note:** The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this act due to a disability, contact the Office of Disability Support Services at 450-3135.

For additional university policies see the Student Handbook references to Sexual Harassment Policy ([www.uca.edu/divisions/student/handbook/](http://www.uca.edu/divisions/student/handbook/) [page 112-114] and Academic Policies [page 35]). Students are encouraged to familiarize themselves with all policies listed in the Student Handbook.

**UCA Department of Art Internship Program  
Internship Supervisor Final Evaluation**

Name of Student Intern \_\_\_\_\_

Rate each quality by circling the number which you believe best applies to the student's performance.

- 1. Excellent = Outstanding
- 2. Above Average = Very Good
- 3. Average = Satisfactory
- 4. Below Average = Less than Satisfactory
- 5. Poor = Should improve on this point

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A. Maintains good relations with fellow workers and supervisor.	1	2	3	4	5
B. Uses good judgement in relationship to job.	1	2	3	4	5
C. Shows enthusiasm and interest in learning the job.	1	2	3	4	5
D. Is receptive to supervision, instruction, and criticism.	1	2	3	4	5
E. Attendance	1	2	3	4	5
F. Quality of work	1	2	3	4	5
G. Dependability	1	2	3	4	5
H. Overall performance	1	2	3	4	5

(1) Do you feel that the student has the knowledge necessary to enter the field as an art professional? If not, why?

(2) In what areas do you believe the student needs the most improvement?

(3) What grade would you recommend that the student receive for the internship?

A      B      C      D      F      Credit      No Credit

Comments:

Signed \_\_\_\_\_  
Internship Supervisor

Date \_\_\_\_\_

**INTERNSHIP CONTRACT**  
**THE UNIVERSITY OF CENTRAL ARKANSAS**  
**DEPARTMENT OF ART**

**Proposed internship contracts should be turned in to the art office to be copied for faculty review. Internship contracts should be turned in as soon as possible in the semester prior to the internship, but no later than the following:**

- **For internships to be conducted in spring semester: Last Friday in October.**
- **For internships to be conducted in summer and fall semesters: Last Friday in March.**

Student's Name \_\_\_\_\_

Course Number and Title:     Art 4675 Art Internship                       Art 4375 Art Internship

Degree:         BFA Studio Art     BA Art            Emphasis \_\_\_\_\_

Internship (artist, agency, organization) \_\_\_\_\_

➔➔ If this is a new internship site attach artist biography and/or agency/organization description. Consult with your faculty sponsor.

Internship Address \_\_\_\_\_

\_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Beginning Internship Date \_\_\_\_\_                      Expected Completion Date \_\_\_\_\_

Please attach a typed proposal which 1) lists what your major responsibilities will be; 2) lists your specific learning objectives, and how this experience will allow you to accomplish them; and 3) provides an approximate schedule for completion of minimum number of required hours and includes approximate dates for a minimum of two progress checks between the internship mentor and the faculty sponsor.

In signing this application I acknowledge that I have received a course syllabus and understand the requirements, including completion of the necessary clock hours of work at the internship site.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_