

Cameron University

Department of Art, Music, and Theatre Arts

Art Internship Handbook

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Section 1: General Purpose of the Program

Mission: The two primary goals are to provide a real-world experience for the student and to improve the quality of education by providing a hands-on business experience.

This internship program includes the final preparation of a professional portfolio, culminating in an extensive design project and the design organization and production of an exhibition of work. Professional study on setting fees, writing contracts, working with an agent and other business practices are emphasized.

The student internship program provides students with opportunities to explore various careers and gain valuable work experience and knowledge regarding current practices.

Additionally, an “intraship” program applies when a student is already employed by the company with which they complete an internship. For credit to be approved, the student must be learning a new position or taking on a new project that is different from their current work.

Duration: The art internship assignments are designed so that a student enrolled in a 3 credit hour internship course will complete 12 on-site hours (minimum) per week. This totals 180 hours over a 15 week time period.

This internship may be paid or unpaid. The decision to provide compensation is between the employer and the intern.

General Objectives

To assist students in understanding:

- the management practices in operating a business or organization.
- the required technology, skills, equipment, and methods used.
- the various opportunities that the occupations offer.

To apply academic knowledge to hands-on situation in a real world environment.

To encourage students to expand their skill base.

To expand students’ knowledge of applications within their chosen area; and Additional specific internship objectives as provided by the university instructor.

Section 2: Expectation of Business/non-profit Provider

All businesses and non-profit organizations are asked to provide the following:

- A written job description for each internship slot.
- An onsite mentor or supervisor assigned to the intern throughout the program.
- Periodic communication with the instructor of record or supervising instructor. This may include, but is not limited to on-site visitations, evaluation of the intern, and a follow up visitation with the instructor upon internship completion.

Internship hosts are asked to provide an in-house orientation for each intern. Periodic meetings should be held between interns and the mentor/supervisor.

Cameron University is not involved in any negotiations between a business and an intern regarding the payment or compensation.

Section 3: Requirements of Participating Student Intern

The course is limited to junior and senior students who have completed all of the three thousand level graphic design courses (graphic design concentration) or three of the six advanced studio art courses within the painting, printmaking, or sculpture concentration. The internship is limited to students with an overall GPA of 2.5 or above and a major GPA of 3.0 or above.

It is the student's responsibility to seek an internship and complete the **Student Internship Application** form. The form should be submitted to the appropriate art professor before the end of the first week of classes so that enrollment can be verified.

The internship assignments are designed so that the student will spend 12 hours (minimum) on-site per week.

During the placement period, the art faculty supervisor may request a site visit. The visit will consist of an informal discussion involving both the on-site supervisor and the intern. Please note: The internship student must attend any sessions called by the on-site supervisor or the art faculty supervisor.

The student will complete the **Student Internship Program Time Log/Journal** form for each week of the internship.

The student will make two copies of these forms. One copy will be placed in the student's process notebook and another will be turned in each week to the art faculty supervisor.

If the student is requesting an intraship the student must be learning a new position or taking on a new project or completely different duties within the site.

Students will be expected to do the following:

- Complete the Student Internship Application form found in the Forms document.
- Carry out responsibilities as outlined by their business/nonprofit mentor/supervisor. Actively seek to learn about the company and available career opportunities.
- Attend an orientation with instructor and with the employing business/nonprofit. Respond to periodic evaluations and visits by the art faculty supervisor.
- Prepare and keep a periodic journal to be reviewed by the art faculty supervisor.
- Prepare a final report on the work experience according to the syllabus.
- Refer to the syllabus for any additional assignments or course requirements.

Student Instruction Sheet

Complete and submit the Student Internship Application form to the appropriate art faculty member by the end of the first week of the semester.

After you are approved to pursue an internship, and in advance of the semester in which you plan to complete an internship, find an organization willing to provide said internship and share with the organization a full copy of the handbook.

By the end of the first week of the semester, obtain and submit to the art faculty member, who will become your art faculty supervisor, the following information:

- Full name of organization, street address and phone number
- Letter or email from proposed internship provider stating the student has the internship, title, and job description
- Proposed supervisor's name, email, and phone number
- Beginning and ending date of internship
- Foreign student waiver requirements (if necessary)
- Specific hours the student is expected to work each week and schedule of work
- Full or part time, paid or unpaid status.

Students are required to complete all paperwork which will be kept on file by the art faculty supervisor (instructor of record) and the Department Chair's office.

Students will follow the syllabus provided by the art faculty member.

Section 4: Responsibilities of the University and Instructor

The professor of record must obtain the materials required of the student as found in section 3.

The Department of Art, Music, and Theatre Arts will keep a copy of all records and forms in the Chair's office. Forms will be available on the AMTA website.

The internship course instructor will obtain the Chair's signature on required forms and coordinate with the Chair to secure the appropriate course number and CRN.

The course instructor will provide the student and chair a copy of the internship syllabus as per University standards.

The course instructor will conduct periodic communications with the intern and/or the mentor as needed.

Ideally, the syllabus should indicate that evaluation is based on a final portfolio, client and instructor evaluation.