

## University of Denver, School of Art and Art History

### UNDERGRADUATE INTERNSHIP GUIDELINES

An internship at a museum, gallery, studio, or corporate collection is intended to enable the student to achieve practical experience with art in a business or museum setting. It should be a rewarding and constructive experience for both the student and the mentor/supervisor at the internship site.

#### **Procedure:**

- Read and understand the guidelines.
- Find a faculty sponsor.
- Find an internship position and identify the supervisor.
- Work with supervisor and faculty sponsor to fill out and sign the Internship Agreement.
- Turn internship Agreement in to the SAAH office.
- Register online for the Internship class.

#### **Prerequisites:**

- Undergraduates taking ARTS 3980 or ARTH 3653 must have Junior or Senior standing.
- Specific courses may be required depending on the nature of the internship. The student must get a faculty member's agreement to be involved as the teacher of record.

#### **Requirements of the student:**

- Sign an "Internship Contract" after discussions with your proposed mentor/supervisor. This contract will spell out what you expect to achieve during your internship. Submit it to the DU faculty member who will oversee this internship.
- Work at least 12 hours per week on a consistent basis over the length of the quarter (4 credit hours) or 120 hours minimum total.
- Produce a diary of your work during the quarter. It should contain dated entries for each day on site, explaining what you did or observed and what you learned from it.
- Submit a 5 to 10 page reflective essay to the DU faculty member who will oversee the internship. This should include a summary of the duties assigned to you and an explanation of what you learned from the experience overall. Reflect on both the positive and negative aspects of it.

#### **Requirements of the on-site mentor/supervisor:**

- Commit to sponsoring a student intern for a period of approximately 10 weeks on one or more projects. The projects should be stimulating and rewarding for both the intern and mentor.
- Agree to offer instruction and guidance to the intern throughout the quarter. The student is receiving academic credit, so he/she must be learning something new and in depth at a college level equivalent.

#### **Requirements of the DU faculty member:**

- Meet with the student intern at least three times throughout the quarter.
- Have an "exit interview" with the student after reviewing the intern's journal, reflective essay, and discussing the intern's performance with his or her mentor.

#### **Grading:**

You will be graded on your performance which (unless otherwise agreed upon in the contract) will be evaluated by the following equally weighted items: your journal, your reflective essay, your actual performance as recounted by your mentor, in addition to your meetings with your University of Denver faculty member throughout the quarter. Before receiving a grade you will be required to submit your journal, reflective essay, and have an exit interview with your DU faculty member. Before giving a grade, your DU faculty member will discuss your internship with your on-site mentor/supervisor.

University of Denver, School of Art and Art History  
Internship Contract

I. Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

II. Institution where you intend to do your internship: \_\_\_\_\_  
Mentor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

III. What do you intend to achieve from this internship? What are your learning goals?

IV. Describe the project you will work on or duties you will have and percentage of time spent on each.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_  
DU Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this form to the School of Art and Art History. To receive credit for an internship Undergraduate student must register for ARTS 3890 or ARTH 3653 by filling out a Drop/Add form with the Registrar's Office. Graduate students register for ARH 4652 through MyWeb.

