

ART 4840 BA/BFA STUDIO INTERNSHIP
Department of Art, Graphic Design and Art History
Oklahoma State University

Guidelines for Internship Credit

1. General Internship Credit Criteria

A. Internships undertaken for academic credit require a strong academic profile. The central question is the value of the internship experience to a student in the College of Arts and Sciences. Internships that are primarily clerical or mechanical will not qualify for academic credit.

B. Internships must run for an entire term of study. In addition to assigned coursework, internships must meet minimal contact hour requirements according to the following scale:

1 semester hours of credit: no fewer than 40 contact hours and no fewer than 2 weeks' duration
3 semester hours of credit: no fewer than 120 contact hours and no fewer than 5 weeks' duration
("contact hours" are defined as hours actually spent on site performing the activities of an intern)

C. The amount of additional academic work assigned by the faculty sponsor should be commensurate with the number of credit hours for the internship.

D. Students proposing an internship must have a **3.00 or better GPA** in the Department of Art, Graphic Design and Art History and be in good academic standing, which is defined for this purpose as a 2.00 or better total GPA and not on academic probation.

E. Students proposing internships for credit must submit thorough, accurate, and lucid proposals to their Internship Faculty Sponsor by the established deadline no later than one week prior to the beginning of classes. (As with any course, a late drop or withdrawal will require approval from the faculty sponsor and department head). Credit will not be provided retroactively for internships that were undertaken without the formal sponsorship and guidance of an OSU Department of Art, Graphic Design and Art History faculty member and without a completed internship application submitted to the faculty sponsor and signed by the department head before the commencement of the internship. (you are responsible for providing copies of the internship agreement to your faculty sponsor and to the on-site supervisor.)

F. FEES: As a reminder, because this is a credit-bearing course, students will be charged the regular application and tuition fees during the academic year as well as during the summer sessions at Oklahoma State University. Student Activity Fees will not be waived if student has other courses on campus that semester.

G. Internships should, whenever possible, involve the student in some expository writing beyond the keeping of a journal and will often include a research paper. Other material submitted to the faculty sponsor at the conclusion of the internship might include a portfolio or project of an appropriate nature.

H. A maximum of 6 semester hours of internship credit may be counted toward the student's degree program.

I. Internships may not be supervised by a member of the student's immediate family. One person may not serve as both the faculty sponsor and the on-site supervisor.

2. Student Responsibilities and Guidelines

A. Responsibilities Prior to the Internship:

1. Explore Internship possibilities through OSU Career Services or identify your own on the Internet.
2. Discuss plans with an OSU Dept. of Art, Graphic Design and Art History faculty member who might sponsor an internship- faculty outside this department do not qualify as studio internship faculty sponsors.
3. If an internship position description does not already exist for an organization that you wish to apply, contact a prospective on-site supervisor and, with the help of the faculty sponsor and the on-site supervisor, design a typed proposal that will promote direct involvement in the occupational, creative, or research field of the internship.

The student should do the following in designing an internship proposal:

- Define exactly what he or she will be doing as an intern.
 - Specify goals and objectives and how background and responsibilities will help fulfill these objectives.
 - Specify how much and by what means communication will occur with the faculty sponsor during the internship (log of activities submitted every 2 weeks and/or other arrangements).
 - Indicate how the internship will be integrated with a liberal arts education and how it will contribute to intellectual and personal growth.
 - Describe the exhibit, project, term paper, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should commensurate with the number of credit hours for the internship.
4. Submit the proposal, with all approval signatures and supporting documents to the Faculty Internship Sponsor.
 5. The student must make and retain a copy of the proposal and provide copies to the faculty sponsor and on-site supervisor.

B. Responsibilities During the Internship:

1. The student should conscientiously fulfill all the responsibilities defined in the internship proposal and expected of a motivated intern and serious college student. Significant lapses in meeting these responsibilities may result in termination of the internship and/or academic failure.
2. The student should keep a detailed record of goals, responsibilities, and accomplishments during the internship.
3. On a regular basis, the student should discuss his or her progress and performance with the on-site supervisor.
4. The student should maintain a "Student Intern Log of Activities" every 2 weeks and communicate with the faculty sponsor by phone, letter, email or in person. This contact with the sponsor must

include information directly related to your involvement with the internship and utilize an agreed upon format for evaluating the experience.

C. Responsibilities After the Internship:

1. Present a 2-5 page summary paper, and documentation of the project, exhibit, or other materials to the faculty sponsor for discussion and evaluation of the internship. The student must meet the pre-established deadlines for submitting all required materials.
2. The student must remind the on-site supervisor to write an evaluation of the intern at the conclusion of the internship and submit to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

3. Responsibilities of the Faculty Sponsor

A. The faculty sponsor should be qualified by current or previous professional or job experience, or by department or program affiliation, to guide and evaluate the internship activity. A faculty sponsor must be a tenure-track faculty member in the department.

B. The faculty sponsor should be prepared to fulfill the following responsibilities:

1. To judge the proposed internship for its learning objectives, methods, and evaluation criteria for higher education credit in a liberal arts context.
2. To consult with the prospective on-site supervisor concerning their mutual interest in the supervising and guiding of the student. Phone calls, emails, or letters exchanged during the placement period are encouraged to achieve effective contact between the on-site supervisor and the faculty sponsor.
3. To assist the student in developing a reading list of materials pertinent to the proposed internship.
4. To supervise and approve the formal internship proposal.
5. To communicate with the on-site supervisor and the student intern during the course of the internship.
6. To evaluate and grade the student's internship experience, taking into consideration the on-site supervisor's evaluation (the form is given to the on-site supervisor by the student intern), the student's written and oral evaluation of the experience, and the student's paper or project. Sponsors must submit a grade by the established deadlines for the appropriate term of study.
7. To provide the Head of the Department of Art, Graphic Design and Art History, upon request, with a brief written assessment of the success and educational value of the internship.

C. Since the faculty sponsor's responsibility for the overall quality and evaluation of the internship experience is a time-consuming commitment, no faculty member engaged in full-time teaching may sponsor more than five internships in a single academic term.

4. Guidelines for the On-Site Supervisor

A. The on-site supervisor must clearly be qualified by professional experience and affiliations, job status, professional credentials, etc., to guide and evaluate the internship activity. The student's parent(s) or an immediate family member may not serve as the on-site supervisor.

B. The on-site supervisor is asked to meet the following expectations:

1. To consult with the student applicant and the faculty sponsor concerning their expectations and plans.

2. To provide a written Internship description or review the description of internship content on the student's proposal form, and submit a letter detailing the student's duties, in time for the student to meet proposal deadlines. Note that the letter from the on-site supervisor must be attached to the internship proposal, emailed or faxed to the department, 405-744-5767.

3. To provide appropriate professional guidance and instructions to the student during the internship.

4. To ensure that the internship closely matches the agreed upon activities and learning experiences. Major departures from the approved plan must be reviewed by the faculty sponsor (and possibly by the department head).

5. To write an evaluation of the intern at the conclusion of the internship and submit this appraisal to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

C. The on-site supervisor is not responsible for providing housing for or remuneration to the student intern. The student intern remains responsible for his or her general well-being, health, and living expenses. An internship may, however, become a paid position if the supervisor so desires.

OVERVIEW: INTERNSHIP RESPONSIBILITIES & PROCEDURES

RESPONSIBILITIES OF THE STUDENT:

1. Select internship site and a studio Internship Faculty Sponsor.
2. Submit application materials to your Internship Faculty Sponsor.
3. Interview with the host site internship coordinator (skype, facetime, in person).
4. Obtain signatures on internship agreement form from on- site supervisor, faculty sponsor, and Department Head.
5. Enroll for credit.
6. Complete the minimum intern period agreed upon by the student and Internship Faculty Sponsor.
7. Maintain log of internship experience and submit to Faculty Sponsor each 2-week period. (see Internship Log of Activities attached).
8. Submit a typed 2-5 page summary and additional project documentation materials of the internship within 2 weeks of completing the experience.

RESPONSIBILITIES OF THE ON-SITE SUPERVISOR:

1. Agree to provide on-the-job experience to the student in an arts related position.
2. Enable the student intern to participate in and observe, various kinds of activities, and help the student meet performance goals approved by the Host Site and Studio Internship Faculty Sponsor.
3. Evaluate student performance and submit "Intern Evaluation Form" to the Studio Internship Faculty Sponsor following completion of internship experience.

RESPONSIBILITIES OF STUDIO INTERNSHIP FACULTY SPONSOR:

1. Provide student with internship guidelines.
2. Assist student in establishing performance goals and internship proposal.
3. Work as a liaison between student and on-site supervisor.
4. Record all forms, assignments and evaluations received from the student and from the on-site supervisor.
5. Assess and record all evaluations and determine final grade and credit earned.

STUDENT INTERNSHIP PROCEDURAL OVERVIEW:

- 1 Select a host site.
- 2 Contact an OSU Art Dept. faculty member to serve as your **Internship Faculty Sponsor**.
- 3 For pre-existing internships follow their application procedure or create an internship proposal with the help of your internship faculty sponsor.
- 4 Complete the Studio **Intern Application** form and **write a one-page Internship proposal** outlining your learning objectives and how they relate to the activities and responsibilities of the internship.
- 5 Interview with host site coordinator. Schedule an interview with the potential host site coordinator and obtain a **signed internship agreement**. Submit signed form to your Internship Faculty Sponsor and Department Head.
- 6 Complete the **Student Intern log of Activities** form each 2-week period of your internship; retain one copy. Be sure that both the intern and host have signed the log. Mail or email the completed activities log to your Internship Faculty Sponsor.
- 7 Upon completion of your credit hour commitment, provide the internship On-site Supervisor with an **Intern Evaluation form** to complete and return to your Internship Faculty Sponsor.
 - a. Prepare a typed 2-5 page report summarizing your internship experience. Mail or email to your internship faculty sponsor no later than 2 weeks following completion of your on-site experience. Discuss the exact content of your final report with your faculty sponsor, basic content will include:
 - a. Introduction
 - b. Description of the internship site, including names of the principle supervisors and primary activities conducted at the site.
 - c. Details of your duties and experiences.
 - d. Overview of knowledge gained, benefits and/or shortcomings of the experience.
 - e. Summary
- 8 Additional related final project artifacts may be required, such as daily journal or record keeping, sketchbook, photographs/video, or creation of a final artwork.

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Intern Evaluation Form

(TO BE COMPLETED BY THE ON-SITE SUPERVISOR)

Intern's Name: _____

Host Site Intern Supervisor Name: _____

Host Institution Name: _____

Street _____ City _____

State _____ ZIP _____

Phone _____ Email _____

Please rate the performance of the intern in each area by circling the most appropriate number. Feel free to add comments at the end of the form or on a separate sheet.

	Excellent	Above Average	Average	Below Average	Unsatisfactory	N.A. or not observed
Interest in the Field of Study						
Desires to acquire knowledge	5	4	3	2	1	
Takes advantage of opportunities offered	5	4	3	2	1	
Accepts assigned tasks and completes them satisfactorily	5	4	3	2	1	
Personal Abilities						
Is Punctual	5	4	3	2	1	
Is Thorough	5	4	3	2	1	
Understands Assignments or asks for assistance	5	4	3	2	1	
Is enthusiastic	5	4	3	2	1	
Organizational skills	5	4	3	2	1	
Has good manners	5	4	3	2	1	
Has ability to work under stress	5	4	3	2	1	
Has good employee/ employer relationship	5	4	3	2	1	
Meets scheduled deadlines	5	4	3	2	1	
Follows instructions	5	4	3	2	1	
Keeps up and follows through on details	5	4	3	2	1	
Takes constructive criticism	5	4	3	2	1	
Assists coworkers	5	4	3	2	1	

Demonstrates good communication skills	5	4	3	2	1	
Demonstrated professionalism in work environment						
	Excellent	Above Average	Average	Below Average	Unsatisfactory	N.A. or not observed
Skills in Areas that Apply						
Drawing	5	4	3	2	1	
Design/Composition	5	4	3	2	1	
Computer Skills	5	4	3	2	1	
Office Tasks	5	4	3	2	1	
	5	4	3	2	1	
	5	4	3	2	1	
	5	4	3	2	1	

Comments:

Please Provide any information that you wish to share about the intern and/or internship experience. (feel free to submit them in a separate document)

Based upon this experience, would you be willing to take another intern?

Host Supervisor Signature:

_____ **Date:** _____

Please return this form via email or conventional mail to:

Studio Internship Faculty Sponsor: _____
Oklahoma State University Department of Art, Graphic Design and Art History,
108 Bartlett Center, Stillwater, OK. 74078 email: _____

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INTERN APPLICATION AND INFORMATION SHEET

STUDENT'S NAME _____

Credit Hours _____ **Semester** _____ **Class Year:** _____ **Art GPA:** _____ **Cumulative GPA:** _____

Major: _____ **Minor:** _____

Name of OSU Studio Art Internship Faculty Sponsor: _____

Student Intern Address: _____ *(where you can be reached during the Internship)*

Phone _____ **Email** _____

Internship Site Host Information:

Descriptive Title of Internship: _____

On-Site Supervisor's (name and title): _____

Supervisor's

Email _____

Name of Organization: _____

Address of Organization: _____

Phone _____ **FAX** _____

Dates of involvement in the internship: (mo./day/yr.) **Begin** ____ / ____ / ____ **Conclude:** ____ / ____ / ____

Term of Enrollment: **Fall 20** ____ **Spring 20** ____ **Summer 20** ____

Total number of weeks for the internship: _____

Total number of hours for the internship: _____

Number of semester course credit hours requested: **1 credit** **2 credit** **3 credit**

(NOTE: a 3-credit internship requires no fewer than five weeks of active internship involvement and no fewer than 120 internship contact hours in addition to other agreed upon internship related projects).

Internship Proposal

On a separate typed page compose a 1-2 page description of the activities and responsibilities of the internship and indicate how you believe the internship can enhance your personal education and goals.

