

**Art 4850 – Studio Art or Art History
Fall 2016 Student Internship Packet**

**Internship Packet
Belmont University, Department of Art**

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Student Checklist:

I have:

- Completed all Art Foundations coursework and taken ART 2800 and ART 2810
- Met with my *Faculty Advisor* and received permission to pursue an internship.
- I have cleared all questions with my *Faculty Advisor* –
- Secured (green) approval form from advisor and submitted it to Art Department Office Manager to add me to ART 4850: Internships in Art.
- Registered for ART 4850: Internship in Art.
- Researched and contacted a provider.
- Read through this entire packet and understand the contents.
- Signed an *Internship Agreement Form* between a provider, myself, and advisor.
- Returned the *Internship Agreement Form* to Art Department Office Manager one week prior to beginning work for the provider.**

***Failure to complete this process will result with immediate removal from the class.*

- Completed my internship responsibilities.
- Submitted a written evaluation from my provider to my *Faculty Advisor* **by December 7, 2016.**
- Interviewed with my faculty adviser **prior** to the final day of classes for the semester. (You must present all above paperwork at the interview)*

Internship Requirements

Dear Internship Provider,

Thank you for your interest in a Belmont Studio Art or Art History intern. Enclosed is an intern packet with the necessary information for working with our internship program. For an intern to fulfill the requirements of an internship at Belmont University in the BFA or BA in Studio or the BA in Art History major the following must take place:

1. Work responsibilities must pertain directly to and supplement the student's preparation for a career in the visual arts.
2. The intern should work a minimum of 10 hours per week for at least a 3 month period to receive 3 hours of credit during fall or spring semesters. Summer sessions are 6 weeks and we recommend the student work a minimum of 32 hours a week for these short sessions. Hours and times are negotiable according your and the student's needs. Please contact the faculty member if you have specific questions about dates and times.
3. The intern must meet the responsibilities assigned by the provider (you) to the satisfaction of the intern's assigned supervisor.
4. At the date of termination of the internship period, the *provider (you)* must complete a questionnaire provided by the Belmont Department (in this packet) or submit a letter regarding the intern's performance. An email letter is acceptable. Be aware, content will be shared with the student so we can assess their strengths and weaknesses together unless otherwise agreed in writing.
5. At the end of the employment period the *intern* must complete a questionnaire or submit a letter evaluating the internship experience, and meet with the intern's faculty advisor for an interview regarding the questionnaires, work completed, and evaluations.
6. The student is responsible for all deadlines and all liaison contact between the employer and the Belmont Department of Art.

This internship is not based on a grading scale but on a "pass, fail" evaluation system. If there are any questions please contact:

Stacey Bryan
Department of Art
Belmont University
1900 Belmont Blvd.
Nashville, TN 37212
615-460-6770

Please sign the intern contract provided and have the student return it to the responsible faculty member as soon as possible. I would like to thank you again for your consideration of a Belmont student for this internship position.

Respectfully,
Judy Bullington

Internship Agreement

- 1] I have read and understand the attached requirements for internship credit in the Department of Art at Belmont University and understand the **Internship Evaluation** included in this packet **must be completed and sent to BU Dept. of Art by December 7, 2016.**
- 2] I have cleared all questions I have with the student and the student's professor.
- 3] I have made all necessary financial arrangements with the student.

The student will begin (date): _____

The working hours are arranged as follows: _____

The internship is expected to terminate (date): _____

The number of semester hours requested for this appointment: _____

The name and address of my company is: _____

Supervisor (signature): _____

Student: _____

Faculty Advisor: _____

General Information

Belmont University

Belmont University is located in downtown Nashville, Tennessee near the “Music Row” recording district. Belmont is widely known for its commitment to the arts and this has helped it establish itself as one of the premier teaching universities in the south. Its campus sits on a restored Victorian estate where the university’s vision encourages the best of Christian character. Belmont’s class sizes are small thus affording an opportunity to provide individual instruction often unavailable at larger universities.

Studio Art & Art History

The Belmont Department of Art offers a range of 4-year degree programs in the visual arts including a BFA professional degree in Studio Art or a BA in Art, a liberal arts degree with a major in studio art combined with a minor area of study. The studios include painting, drawing, photography, printmaking, clay and sculpture. The Bachelor of Fine Arts program was established in the fall semester of 1994 and the curriculum was implemented in the fall semester of 1996. The BA in Art History was implemented in the fall of 2010.

These programs prepare students for a career in the various art fields and for potential graduate study in fine arts and art history. Internships are not required, but are encouraged if they provide value added for the student in terms of gaining experience working in the art field. Students sign up for credit, so performance evaluations are required from the supervisor who oversees the internship. The knowledge obtained through a positive internship experience is impossible to duplicate in the classroom environment. In addition to receiving an eager and hard working assistant you will be doing your business a service by providing students these experiences.

Art 4850 Internship in Art.

Synopsis:

Prerequisite: Permission of faculty: A required course for Design Communications majors. Students may work in any art-related employment, such as advertising, publishing, or galleries and earn university credit that is appropriate for the major field. *Gen. Ed. Designation: EL (I – Internships, Clinicals, Practica).*

Outline:

A. Goals and Objectives:

The goals and objectives of the internship are;

1. to give students the following experiences and information:
 - A professional setting for practical application of art and art history knowledge
 - Experience and information supplemental to course work
 - Confidence in their skills and abilities.
 - Exposure to specialized areas so they can identify their own areas of interest and define career goals
 - Development of professional contacts
 - Help target skill sets where additional expertise is needed
 - Experience working in group and teamwork situations
 - Development of management and project coordination skills

2. To help the art program accomplish the following;
 - Maintain and develop contacts with the art community.
 - Remain current with recent developments and needs in art professions
 - Assess the effectiveness of its instruction through an outside evaluation of student performance
 - Provide real world learning experiences for students prior to graduation
 - Raise awareness of emerging trends, and identify needs, in the art field
 - Help identifying speakers, field trip sites, and other professional contacts for programming and events hosted by the Department of Art

Legal Information

Fair Labor Standards Act:

This act states that no person should be allowed to intern without college credit. It also states that if an intern engages in tasks that are billed to outside clients non-reimbursement may be in violation of this act.

Supervisor's Obligations:

Assist and supervise your student in accomplishing the requirements of the internship.

FAQ's

Q: Why should I participate in the internship program?

A: A student intern can be of enormous help in any business situation. An intern can be an extra pair of hands, someone to provide a fresh outlook, and an eager participant in your business.

Q. Do I have to pay?

A: You are not required to pay a student intern unless that intern engages in tasks that are billed to outside clients. Since students receive course credit there is no financial obligation. Otherwise, it is an agreement that you make with the intern that dictates any additional compensation. Most interns are pleased to consider the experience compensation enough. Keep in mind that students are paying to go to school and any little extra bit of financial help is greatly appreciated.

Q: What if I'm not sure how to utilize an intern.

A. Your intern just wants to be involved and learn as much as possible about the day to day operation of your business – the best thing to do is involve them. If this means running errands or sitting in on meetings or just practicing skills learned from school it is appropriate. It is the environment that is important.

Q. Once I have signed on what is next.

A. Your name will be posted in the Art Department and students will be encouraged to set up an appointment to meet with you. Keep in mind we are a small program and the number of qualified interns is limited – please be patient, a student will surely contact you. The better your description of the tasks you will require of the intern the more likely one will contact you.

Q. The intern you have sent us isn't working out, what do we do?

A. You are under no obligation to keep an intern who is not pulling his or her weight. Please contact the student's faculty advisor as soon as possible. Bad attitudes are not tolerated by the Department of Art majors and we will take necessary steps to resolve problems.

Q. I'm not sure I have enough work to keep an intern busy.

A. If you wish to have your intern take some down time that is your prerogative. A student can always be kept busy working on schoolwork or practicing newly learned skills, but internship providers should make every effort to make this a good learning environment for their interns.

Internship Evaluation (to be completed by supervisor and returned by December 7th, 2016)

Intern's Name _____

Institution _____

Department/Program _____

Dates Employed _____

Work Schedule _____

Description of Duties Performed: _____

Grade for this Internship: Pass _____ Fail _____

Signature of Supervisor _____ Date _____

Title of Supervisor _____

Performance Rating of Internship

5: Outstanding. Performance is exceptional and to the highest possible level. The intern continuously and substantially surpassed standards and goals set by the supervisor. Knowledge of and skill with the job are worthy of a full-time employee.

4: Exceeds Standards. Performance is frequently above the normal standards. The intern generally excels in all responsibilities and expectations. The supervisor can usually rely upon the intern's knowledge of and skill with the job.

3. Meets Standards. Performance is within the range of average. The intern fulfills the expected standards and completes basic work requirements. The supervisor must use some oversight to insure standards are being met.

2. Below Standards. Performance is below average. The intern fails to complete some assigned tasks or performs them at an unacceptable level. The supervisor must maintain frequent oversight to insure the minimal standards are being met.

1. Unacceptable. Performance is problematic. The intern fails to effectively complete most responsibilities or tasks. The supervisor must maintain constant oversight to insure that standards are not lowered.

The overall performance rating will reflect the intern's job performance, attitude, interaction with others, self-motivation, attendance and retention of learning, among other considerations. Please assign a numerical evaluation to each of the following categories of job performance. A rating of 1 represents "Unacceptable" while a rating of 5 represents "Outstanding". Comments are optional:

___ Quantity of Work. Completion of work within established dates and times.

___ Quality of Work. Completion of work according to institutional criteria for quality.

___ Work Attitude. Completion of work with enthusiasm and energy.

___ Personal Appearance. Appropriate appearance/attire for the workplace.

___ Communication Skills. Ability to effectively and clearly interact with coworkers.

___ Personality. The character of the presence and behavior of the intern.

___ Self-Motivation. The initiative shown by the intern.

___ Leadership potential. The capacity to manage workloads and coworkers.

___ Adaptability. The flexibility and resourcefulness of the intern.

___Interaction. The intern's relationships with coworkers and "clients".

___Attendance. The intern's punctuality and presence.

___Reliability. The intern's capacity to handle assigned responsibilities and expectations.

___Judgment. The intern's use of common sense and thoughtful analysis.

___Learning Ability. The intern's capacity to assume & apply information and direction.

Finally, please supply brief answers to the following questions about the intern's performance. Another sheet of paper or an attached letter may also be used.

1. Would this intern be ready for an appropriate hire in this professional field?
2. If not, how could the intern make the greatest improvements in his or her portfolio of abilities and experience?
3. Based on your experience with this intern, would you consider using others from our program at Belmont?
4. Are there other qualities of the intern you would like to evaluate?
5. Do you have any further suggestions for improving our intern program?
