

Internship Coordinator

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The Art History Program administers a credit-bearing internship program for art history majors and minors. Local organizations can serve as a training ground for junior and senior art history students. The **prerequisite** for petitioning for an art history program internship is **twelve semester hours of successfully completed art history coursework**.

Why an internship? Practical experience can help you network early on in your career pursuit and can provide you with an opportunity to 'test' the skills you will need. More broadly, you will see how the visual arts fit into the community and discover how to translate your art history degree into an interesting career. For career possibilities and for information on which skills and practical knowledge go along with your academic training, see the following website:

www.nd.edu/~crosenbe/jobs.html

Most internships are unpaid; but on rare occasion, they can be accompanied by a stipend arranged between the sponsoring agency and the intern. Interns are usually most interested in the enrichment gained outside of the classroom, and it can be a great item to put on your résumé.

In general, to receive 3 semester hours credit for ART H 4850, *Internship*, the work should be completed within one semester (Fall, Spring, or Summer) and be limited to 80-96 hours for an academic semester or 72 hours for a summer term. Art history majors are permitted to enroll in the course for a maximum of two semesters (2 internships) as part of their required art history coursework. Art history minors are permitted to enroll for one internship. Some organizations, such as the Utah Museum of Fine Arts, have their own application process, and it must agree to sponsor you before you can sign up for the class. An internship awarded by a nationally recognized institution, such as the Metropolitan Museum in New York, is also accepted for ART H 4850. You may want to search www.internships.com using "art history" in quotes as your search term.

PLEASE NOTE: since internships are an agreement between the Department of Art and Art History and a sponsoring organization, you will need to complete steps 1 - 3 before you are permitted to register for the Internship course. Also note that documents in steps 2, 3, 5, 6, and 7 must be emailed to the Internship Coordinator at the appropriate deadline before a letter grade is submitted.

The grade earned will be based on your professional attitude towards your project, on meeting internship class and agency deadlines, and on the quality of analysis in your written documents. Supervisors will be invited, but not required, to comment.

PROCEDURES TO COMPLETE AN ART HISTORY INTERNSHIP

1. consider which kind of internship fits best with your career objectives. Interns have completed projects at the Utah Museum of Fine Arts, Springville Museum, Bountiful/Davis Art Center, Utah Museum of Contemporary Art, local art galleries, government agencies dealing with art collections, and libraries such as Marriott Library and Salt Lake City Public Library. While the Internship Coordinator can help with suggestions, it is the responsibility of the student to pursue the contacts with sponsoring organizations.
2. provide for the sponsoring organization contact person your updated résumé/curriculum vitae and a thoughtful, well-written cover letter stating your interests, academic & work strengths. Some organizations may require an additional application form and/or interview. Email a PDF copy of your résumé and cover letter to the Internship Coordinator for your student file in the Department of Art & Art History.
3. before the semester begins, email to the internship coordinator a brief project description and a semester work plan that shows approximately 6 hrs/wk (80-96 hrs for a 16-wk academic semester or 72 hrs for a 12-wk summer term). If you will be part of a team, please be sure to distinguish your tasks from those of your colleagues. Your **name and the date** must appear on all electronic submissions.
4. once your "application" (résumé and work plan) is approved by both the Art History Program Internship Coordinator and by the sponsor, email the coordinator to obtain a permission number for ARTH 4850.
5. at the internship midpoint, email to the Internship Coordinator an analytical progress report (maximum 2 pages) of the project status, your activities and intellectual contribution. For group projects, please distinguish your participation from that of your team members.
 - Summer Term (end of June)
 - Fall Semester (end of October)
 - Spring Semester (early March)

The student is responsible for submitting the report on time. In general, you should keep in touch with the Internship Coordinator to give feedback on the practicum and to resolve any issues that might arise during the Internship.
6. during the week of final exams, email to the Internship Coordinator a final critical essay (maximum 3 pages) on the project, your intellectual and practical contribution, and your newly acquired knowledge and skills.
7. at semester end, a typed thank-you letter is due to your supervisor at the sponsoring agency with a copy for your student file.