INTERNERSHIP PROPOSAL INSTRUCTIONS
(ART 503)

Two copies of your internship proposal should be submitted to the art professor who is supervising your internship. The student must sign all copies. Four-credit hours is the maximum for which a student may receive internship credit in any one curriculum area. A summer internship is expected to involve 20-30 hours of work per week for an eight-week period to receive four-credit hours.

Your proposal should contain the following information:

• Explain the nature of the internship and describe the organization with which the internship will be undertaken. Include the name and telephone number of your immediate supervisor on the job, if known.

• Explain what you expect to gain educationally as a result of the internship experience.

• Explain what evidence or product of professional development/growth will be presented for final evaluation (i.e., summary report, portfolio, journal, oral presentation) at the end of the internship.

All internships will be graded on:

• A written or oral report/evaluation from the internship supervisor or official from the company/organization who is knowledgeable of the intern’s performance.

• The supervising art professor’s evaluation of the ‘product’ which resulted from the internship (i.e., summary report, portfolio, journal, oral presentation).