

SEMESTER: FALL \_\_\_\_\_ SPRNG \_\_\_\_\_ SUMMER \_\_\_\_\_ Schedule Number \_\_\_\_\_

**SCHOOL OF VISUAL ARTS  
ART 495  
INTERNSHIP CONTRACT**  
(Applicant please read reverse side before completing this form)

Student's Name: \_\_\_\_\_ Instructor's Name \_\_\_\_\_  
PSU I.D. \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email Address \_\_\_\_\_ Semester Standing \_\_\_\_\_ Number of Credits Desired \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Contact Person(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Type of Internship \_\_\_\_\_  
How does this internship relate to your area of study? \_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor Please Complete:**

Art there any special instructions or requirements? (please list) \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Art 495 Internship is approved (circle) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please give reasons: \_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Please attach written program of study to this form.

## SCHOOL OF VISUAL ART

The Internship Program is designed to assist the Art student in obtaining valuable work experience relating to his/her profession. Internships enrich the student's educational experience by: affirming career objectives, establishing a professional network and providing job-related opportunities. *Art 495: Internship* supplies the student with the means to gain college credit, however, **it is the sole responsibility of the student to research and contact potential internship sites.** The student is required to work with the instructor, who will evaluate the student's experience. The grade will be determined through oral, visual and/or written documentation.

### Requirements for Study

1. The student must have completed at least a fourth semester of study.
2. The student in consultation with the employer should outline the scope of the work for which the student will be responsible. Internship assignments should relate to your field of interest. Educational expectations and goals should be clearly outlined by the student and agreed upon by the Instructor.
3. Any additional requirements determined by the Instructor, should be included in this outline.
4. The student should submit a portfolio, when possible, documenting the work completed during the internship period. In lieu of the portfolio, the student may submit other documentation reporting the Intern experience.
5. At the conclusion of the internship period, it is the responsibility of the student to make sure that their employer submits a written evaluation of the student's work.

### Procedures

1. The applicant must prepare a thorough written statement relating to his/her internship program experience. Please attach our written statement listed under #2 requirements for study. The statement should include the following information:
  - a. Reason for request
  - b. Description of Area of research
2. Presentation of portfolio, when possible, written or oral report(s) or other documentation, must e submitted after the internship has concluded.