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:

Are 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 be submitted after the internship has concluded.