### CAH 4199: Internship Checklist

Corcoran School of the Arts & Design George Washington University

**Student’s Name: Student’s Email: Student’s GWid:**

**Sponsoring Museum/Dept: Address:**

**Supervisor Name/Title: Supervisor’s Number: Supervisor’s Email:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_ \_\_ \_\_) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ X\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beginning Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester Registered: \_\_\_\_\_\_\_\_\_\_\_\_\_ CRN:**

**Documents Required for Internship Approval** (see attachments for particulars)

**Internship Checklist** \***Immediately \_\_\_\_\_**

**Supervisor’s C.V.** \***Immediately \_\_\_\_\_**

**Timetable \*Immediately \_\_\_\_ Statement of Expectations \*Immediately \_\_\_\_\_**

**Midterm Progress Report Usually after 39 hrs (1 credit), 65 hrs (2 credits), or 95 hrs (3 credits) Final Evaluation Usually after 78 hrs (1 credit), 130 hrs (2 credits), or 195 hrs (3 credits)**

Required documents, including this checklist, should be sent to: Alexander Dumbadze, Director of Undergraduate Studies Corcoran School of the Arts & Design

Smith Hall of Art 101

801 22nd Street, NW Washington, DC 20052 [dumbadze@gwu.edu](mailto:dumbadze@gwu.edu)

**Although the above material requires the supervisor’s participation, it is the intern’s responsibility to ensure that all appropriate paperwork reaches the undergraduate advisor in a timely manner.**

*\* If material marked immediate is not received within one week of the start of the internship, academic credit may not be awarded.*

CAH 4199 Corcoran School of the Arts & Design

Internship George Washington University

## Internship Timetable Agreement

Internships usually take the form of a 13-week session with the intern working 6 hours a week for a 1- credit-hour internship, 10 hours a week for a 2-credit-hour internship, and 15 hours a week for a 3- credit-hour internship. However, as long as the total hour requirements are met, the intern and the supervisor may establish a mutually agreeable work schedule.

Each internship must be approved by the Director of Undergraduate Studies.

1. The internship will begin and end .

MM/DD/YYYY MM/DD/YYYY

1. In general the intern will work hours per day, days per week.
2. The supervisor and the intern will meet hours per week.
3. The internship will be for credit hour(s) and consist of hours of work.

Supervisor’s Name (printed) Intern’s Name (printed)

Supervisor’s Signature Intern’s Signature

Date: Date:

Alexander Dumbadze

Director of Undergraduate Studies Corcoran School of the Arts & Design George Washington University Smith Hall of Art 101

801 22nd Street, NW Washington, DC 20052 [dumbadze@gwu.edu](mailto:dumbadze@gwu.edu)

CAH 4199 Corcoran School of the Arts & Design

Internship George Washington University

## Statement of Expectations

Supervisor: Please discuss the main objectives of the internship with the student before the internship begins. This statement should represent an agreement between you and the intern regarding the expectations for the internship.

1. Describe the internship. Specifically mention the process of orientation, major activities to be completed, final projects and overall intern responsibilities. As appropriate, a “Suggested Readings” list may be included. (Attach document if needed.)

Note: If publications result from student research, interns should be properly acknowledged for their contributions.

Supervisor’s Name (printed) Intern’s Name (printed)

Supervisor’s Signature Intern’s Signature

Date: Date:

**Although the statement requires the supervisor’s participation, it is ultimately the intern’s responsibility to ensure that a statement is created at that it reaches the Director of Undergraduate Studies in a timely manner.**

Alexander Dumbadze

Director of Undergraduate Studies Corcoran School of the Arts & Design George Washington University Smith Hall of Art 101

801 22nd Street, NW Washington, DC 20052 [dumbadze@gwu.edu](mailto:dumbadze@gwu.edu)

RETURN TO *DIRECTOR OF UNDERGRADUATE STUDIES*

CAH 4199 Corcoran School of the Arts & Design

Internship George Washington University

## Mid-term Progress Report

The mid-term evaluation provides the opportunity for the internship supervisor and the FAAH student to reflect on the progress of the internship and reassess the remaining activities to be completed by the intern. The evaluation also allows the Director of Undergraduate Studies to monitor the progress of the internship and address any problems. (Attach additional document if needed.) *This form is due after half of the internship hours have been completed by the intern.*

Intern’s Name: Sponsoring Museum/Gallery: Supervisor’s Name:

1. Overall Evaluation of Performance
2. Mid-term Recommendation
3. Remaining Goals and Objectives

### Supervisor:

Please check any that apply

I have reviewed this report with the intern.

I would like the undergraduate advisor to review this report with the intern.

Please have the undergraduate advisor contact me for further discussion.

Supervisor’s Signature Date

Alexander Dumbadze, Director of Undergraduate Studies

Corcoran School of the Arts & Design, George Washington University Smith Hall of Art 101, 801 22nd Street, NW

Washington, DC 20052

[dumbadze@gwu.edu](mailto:dumbadze@gwu.edu)

RETURN TO *DIRECTOR OF UNDERGRADUATE STUDIES*

CAH 4199 Corcoran School of the Arts & Design

Internship George Washington University

# Final Evaluation Letter

The Director of Undergraduate Studies will assign a final grade (pass/fail) based on the mid-term evaluation, final evaluation and the student’s final project. The observations and comments made by the supervisor are critical to assigning this grade. Suggested questions to include in the final evaluation are listed below. *The Final Evaluation letter is due within two weeks of the final day of the internship, or, if the intern is in her/his final semester, by the final due date for grades.*

1. Did the intern have the opportunity to interact with appropriate staff members? What was the nature and quality of the interaction?
2. On what specific projects did the intern work? Were the projects ongoing or special? Were the tasks completed? Did the intern make a real contribution to the project?
3. Did the intern demonstrate (or acquire) skills useful in the museum or gallery environment (writing ability, research ability, communication skills, organization skills, teaching ability)?
4. What additional skills or information would you recommend to further the student’s professional preparation?

Museum Supervisor’s Signature Date

Alexander Dumbadze, DUS

Corcoran School of the Arts & Design George Washington University

Smith Hall of Art 101, 801 22nd Street, NW Washington, DC 20052 [dumbadze@gwu.edu](mailto:dumbadze@gwu.edu)

RETURN TO *DIRECTOR OF UNDERGRADUATE STUDIES*

#### CAH 4197 Senior Thesis Guidelines

**Senior Thesis and Honors in Art History**

To be eligible to write a Senior Thesis and for Honors in Art History, students must have attained, by the end of the junior year, a grade-point average of at least 3.5 in the major and 3.3 overall. By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty members to supervise the project. We recommend that students strongly consider taking the full two semesters to complete the thesis. If writing the thesis in one semester, students should consider basing their project on pre-existing research from a previous course. The student will register for CAH 4197 Senior Thesis, which may count toward an elective in fulfillment of the major. The student will work closely with a Thesis Advisor on the thesis, gaining additional feedback from one or two Readers at the draft stage. A faculty committee will judge whether the Senior Thesis qualifies for Honors.

#### Learning Objectives

As a result of writing a senior thesis, students will be able to:

1. select and research a specialized area of art history
2. formulate an original argument based on in-depth primary and secondary research
3. develop their abilities to present their findings in oral and written form

#### Average minimum amount of independent, out-of-class hours expected per week:

1. credit: 2 hours, 18 min. per week
2. credit: 4 hours, 40 min. per week
3. credit: 7 hours per week
4. credit: 9 hours, 18 min. per week

#### University Policy on Religious Holidays

* 1. Students should notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.
  2. Faculty should extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.
  3. Faculty who intend to observe a religious holiday should arrange at the beginning of the semester to reschedule missed classes or to make other provisions for their course-related activities

#### Support for Students Outside the Classroom Disability Support Services (DSS)

Any student who may need an accommodation based on the potential impact of a disability should contact the Disability Support Services office at 202-994-8250 in the Rome Hall, Suite 102, to establish eligibility and to coordinate reasonable accommodations. For additional information please refer to: gwired.gwu.edu/dss/

#### Mental Health Services 202-994-5300

The University's Mental Health Services offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include: crisis and emergency mental health consultations confidential assessment, counseling services (individual and small group), and referrals. counselingcenter.gwu.edu/

#### Academic Integrity Code

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and

the fabrication of information. For the remainder of the code, see: studentconduct.gwu.edu/code- academic-integrity

#### Safety and Security

In the case of an emergency, if at all possible, the class should shelter in place. If the building that the class is in is affected, follow the evacuation procedures for the building. After evacuation, seek shelter at a predetermined rendezvous location.