

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: (____) ____ - ____ X_____
Supervisor's Email: _____
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 | <u>Usually after 39 hrs (1 credit), 65 hrs (2 credits), or 95 hrs (3 credits)</u> |
| Final Evaluation | <u>Usually after 78 hrs (1 credit), 130 hrs (2 credits), or 195 hrs (3 credits)</u> |

Required documents, including this checklist, should be sent to: Dr. Lisa Lipinski
Director of Undergraduate Studies
Corcoran School of the Arts &
Design Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
llipinski@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.*

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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
2. In general the intern will work _____ hours per day, _____ days per week.
3. The supervisor and the intern will meet _____ hours per week.
4. 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
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Washington, DC 20052
dumbadze@gwu.edu

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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.

Dr. Lisa Lipinski
Director of Undergraduate Studies
Corcoran School of the Arts & Design
George Washington University
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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

Dr. Lisa Lipinski, 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
llipinski@gwu.edu

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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

Dr. Lisa Lipinski, DUS
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George Washington University
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Washington, DC 20052
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