

# 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: \_\_\_\_\_

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

Internship Checklist	<b>*Immediately</b> _____
Supervisor's C.V.	<b>*Immediately</b> _____
Timetable	<b>*Immediately</b> _____
Statement of Expectations	<b>*Immediately</b> _____
Midterm Progress Report	<b><u>Usually after 39 hrs (1 credit), 65 hrs (2 credits), or 95 hrs (3 credits)</u></b>
Final Evaluation	<b><u>Usually after 78 hrs (1 credit), 130 hrs (2 credits), or 195 hrs (3 credits)</u></b>

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 22<sup>nd</sup> 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.*

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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: \_\_\_\_\_

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Director of Undergraduate Studies  
Corcoran School of the Arts & Design  
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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.**

Alexander Dumbadze  
Director of Undergraduate Studies  
Corcoran School of the Arts & Design  
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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

Alexander Dumbadze, Director of Undergraduate Studies  
Corcoran School of the Arts & Design, George Washington University  
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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?

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Museum Supervisor's Signature

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Date

Alexander Dumbadze, DUS  
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