ARS 484, ARS 584, and ARA 484
(3 credits)

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BASIC INFORMATION
Graduate and undergraduate students in studio, art history, and other majors (with appropriate background and interests) may pursue art history internships with area arts and cultural institutions. Those contemplating museum and gallery careers are strongly encouraged to do so as internships provide invaluable professional experience. Internships may be arranged for the fall and spring semesters, and during summer session. Students are urged to make their plans well in advance.

For three credits (it is not recommended to do fewer than three), a student agrees to undertake 140 hours of work with an approved institution. This number is calculated on a 14-week semester at 10 hours a week, though some flexibility is possible in the configuration of a student's hours. Faculty permission is required for all internships, which are hands-on educational experiences undertaken within an off-campus setting. To obtain approval (the line number is suppressed), students must fill out a School of Art application form (available from me or from the School of Art advising office. The student will give a brief description of the internship, and indicate the name, telephone number, and address of the institutional sponsor. When the appropriate approval signatures are obtained (I will circulate your forms for signatures from the Director of the School of Art and the Dean of the Herberger College of the Arts) and required paperwork submitted, the schedule line number will be released.

When the internship is completed, in addition to five interviews and a resume, the student will submit a one to two-page typed time diary (with indications of dates, amount of time spent on specific tasks, and a summary description of tasks) and a report on the internship experience (five-page typewritten, double spaced). The student's institutional sponsor must also submit a letter of evaluation to me (this may be either mailed, faxed, or e-mailed). These materials must be received by the last day of classes, and it is the student's responsibility to see that they are turned in on time.

Students receive course credit and a grade, but no salary, though occasionally an honorarium is available. Grading options are either a "Y" for more experiential internships, or an “A, B, C, D, or E." NOTE: While students can receive course credit even if they receive a stipend or honorarium for their internship, the internship should generally not be undertaken at a place where they are currently employed.

Under the following circumstances a traditional letter grade (A, B, C, D, E) may be assigned:

1) A student produces a written product equivalent to a term paper (for instance extensive wall labels, annotated bibliographies, grant text, lengthy educational brochures). Written work will be graded by an appropriate faculty member or institutional staff member. Topics for papers must be approved in advance by me and should be an appropriate extension of the internship. Students will also submit a resume. Students with more professional experience or clearly defined career goals may want to consider an issue-based paper or in-depth research on a specific artist or artists represented in the collection where you are interning which would be appropriate to their professional goals. If you choose this option, you must decide before you sign up for the internship, and indicate clearly what you propose to do in your goals. This can be a good option for a second internship.
Sometimes a term paper is appropriate, but students choosing to do one, must submit a preliminary bibliography and a rough draft. The topic should relate closely to the internship. Grading standards will be those applied to seminar papers. Therefore, students are advised to be very careful if they choose this option.

OR

2) A student undertakes to interview five (5) arts professionals and writes them up as indicated later in the syllabus, as well a writing a resume.

OR

3). A student does extensive writing as part of the internship (gallery guides, wall labels, grants, annotated bibliographies, etc.): this must be approved by the professor.

A grade of “Y” (which has no effect on GPA, thought the credits are good) may be pursued for the following option:

4) EXPERIENTIAL INTERNSHIPS: For experiential only internships, a student will receive a “Y” (an “E” is always an option). The student will do 160 hours, and turn in a final report, a time diary and a resume, as well as an evaluation from your internship supervisor.

Major Map Information:
Undergraduate students may count three credits of internship as part of their art history major (it does not fulfill any area requirement). It may be also treated as an elective. If a student pursues more than three credits of internship, the additional credits can be counted as an elective. Those pursuing a BA in museum studies need to do six credits of internship for their major. Internships may also be taken as ARA 484 and counted under the "Related Subject Field" section as part of the three credits of this 12-hour requirement. Students can pursue 12 hours of internship.

Internships have regularly been available at the following institutions: Phoenix Art Museum (there is an application, check website for deadlines), ASU Art Museum (check website for deadlines), Scottsdale Museum of Contemporary Art (check website for deadlines), Heard Museum, The Idea Museum, Mesa Contemporary Art, Shemer Art Center, the Arizona Commission on the Arts, the Phoenix Office of Arts and Culture, and public art commissions throughout the valley. Commercial galleries in Scottsdale and Phoenix have also been willing to supervise interns. Possibilities, however, are not limited to this list, nor even to this region.

Please note the following firm deadlines for the Phoenix Art Museum:
    - July 1: Fall semester
    - November 15: Spring semester
    - April 1: Summer

INITIAL PROCEDURES

1. Consult with me concerning nature of internships and pick up a general information sheet. Think carefully about the sort of institution in which you would like to work (such as a traditional museum, an arts center, or a commercial gallery), the kinds of projects that interest you, the department in which you would like to work (such as registrar, curatorial, administration, education, preparator, external affairs, marketing/development) your class and work schedule (museum staff tend to be available to students during regular business hours), transportation needs (if you do not have a car, you might want to look to something on or very near campus), etc. I will then provide you with a list of contact people at area arts institutions. For the Phoenix Art Museum, do not make any appointments. They prefer to deal with students only via the application.
2. Make appointments with one or more of the contact people. Explain your interest in an internship and something about your educational background and specific area of art historical interest. They may want a letter of recommendation from one or more faculty members. Remember, this is the "real world," so look professional! Treat these meetings as you would a job interview. They are looking you over to see if you make a good match with their needs. But you are also are interviewing them as well. If your first choice does not work out (some institutions or departments can only handle a few interns at any one time), there are a wide variety of arts institutions in the area, and it is rare that we cannot place someone. Come back to me for more ideas if your initial choices do not seem to be working out.

3. Once you have received a commitment from a sponsoring institution, then you should fill out the "Internship Application" form (which can be obtained either from me or from the School of Art advising office). Attach any information that you may have received from the sponsoring institution. Sign this form and bring it to me for signature. I will circulate this paperwork for any necessary signatures to the Director of the School of Art and then the Dean of the Herberger College of the Arts. Only then will the line number released. Double check to make sure you have been given the right line number.

4. Fill out the School of Art Internship application (which includes a statement of compliance and return it to me.

5. Goals: on a separate sheet, indicate your internship goals, what you are hoping to accomplish during your internship, and a preliminary list of tasks you will be expected to undertake. This should be one page in length, double spaced.

6. Transcript: Please attach an unofficial transcript (you may obtain this through your My ASU webpage).

7. If needed, obtain institutional signature for ASU Affiliation Agreement.

**Registration Checklist:**

- _____ School of Art Internship Application form
- _____ Goals
- _____ Unofficial Transcript
- _____ ASU Affiliation Agreement, with the “Facility” section signed by someone at the institution where you will be doing the internship. (I will obtain signatures from the HCFA Dean and the Director of the School of Art).

**NOTE:** All paperwork should be completed by the end of the first week of classes. You should have begun your hours by this time as well (If they have registered, and the institution approves, students may begin their hours before the beginning of the semester).

**Once the semester has begun:**

1. Establish a regular schedule with the sponsoring institution. Although there is some flexibility in your hours, you should treat this as a regular job, even though you are not being paid. Staff will need to know when to expect you so that they may assign tasks and know that you will complete them in a timely fashion. With your supervisor, you should work out a list of duties and tasks to be completed throughout the semester.

2. Keep careful track of your time (keep a log with notations, which you will type up at the end of the semester).

3. Feel free to update by e-mail me as to your progress throughout the semester and alert me as soon as possible if you experience any problems.
Additional Activities
Students will pursue three self-scheduled art-related activities and submit a 1-page write up on each. These can be, but are not limited to, museum and gallery exhibitions, lectures by visiting art historians, artists, or critics, visiting historic houses and sites, participating in the Art Walk (Scottsdale) or First Fridays (Phoenix).

If you wish to acquaint yourself with campus resources in the visual arts, you might want to consider doing any of the following:

1. Take a self-guided tour of ASU’s public art. Maps and information are available on the HCFA web site: http://herbergercollege.asu.edu/public_art/public_art.html

2. Visit the Ceramics Research Center at the ASU Art Museum
   http://asuartmuseum.asu.edu/ceramicsresearchcenter/index.htm

3. Visit one of the three major campus galleries: Harry Wood, Northlight, or the Computing Commons Gallery

Assignments
While most of your duties will be institutionally based, you may want to become good art citizens by participating in Art Walk in Scottsdale (Thursday evenings) or First Fridays or Art Detour in Phoenix. Read reviews of local exhibitions and visit local museums and galleries.

1. INTERVIEWS: Conduct 5 interviews with arts professionals at a local museum or arts organization professional (this may be someone at the institution where you are pursuing your internship). In five four-page essays, summarize what you have learned and some of the significant issues that were raised in your discussion. What insights have you gained from your interview into museum practice? What was the background of the person you interviewed and how did they end up in the position they now occupy? What advice might they have for someone considering a career in the profession? What do they regard as some of the positive and negative aspects of their position? This assignment will help you investigate career opportunities, as well as making invaluable contacts.

2. RESUME: Whether or not you intend to seek employment in the field, an up to date resume is an excellent idea (be sure to include your internship experience). Your name, address, telephone number (make sure the message on your answering system is a professional one), FAX, and e-mail should be prominently placed. A professional e-mail address is recommended (especially in this era of SPAM), and something based on your name can be easier to remember). Include information regarding your education (major, date of graduation, degree earned, minors or double majors, G.P.A., if impressive), honors, professional experience (many skills are transferable, so this does not have to be in the art field; for instance, business background is useful), specific professional skills (for instance, computer expertise), foreign languages (with degree of fluency--written, spoken, reading knowledge), significant travel (foreign, especially if part of an official program), publications, exhibitions, and a list of references (include titles, like Dr. or Professor, professional address, phone number, FAX, and e-mail; these should be employment or profession related and your should ask your potential referees if they feel they can speak positively on your behalf). Do not include: age, marital status, weight, children, pets, hobbies, and any other information irrelevant to the position to which you are applying. Some information, like courses taken, may be included in a cover letter. Resumes are factual documents, and narrative should be kept to a minimum. They should be clear and easy to read. Write out all dates. Chronological presentation should be from most recent to oldest. Use a 10-12 point font, no smaller, with rational margins and spacing. Print on neutral paper, and do not get carried away with playing with different font styles. Unless an employer specifies otherwise, there is no specific length (i.e. it does not have to be all on one page).

NOTE: For some internships (for instance ones in preservation or Public Art or internships pursued out of state), the above assignments may not be suitable. Please consult with concerning alternative assignments. Any changes to the listed assignments listed in the syllabus must be included in the Goals.
Additional Coursework
To gain greater breadth of experience, students seeking careers in the field may wish to pursue an additional internship. This may be at a different place than the first internship, or you may continue in the same place. Students may want to consider coursework in museum studies and related fields. Faculty regularly offer museum-based courses in connection with exhibitions and or to take advantage of area collections.

Web Resources

American Alliance of Museums (AAM): www.aam-us.org
Positions available nationwide are listed on the AAM website.


American Society of Appraisers http://www.appraisers.org/about/

Art Conservation University of Delaware: https://www.artcons.udel.edu/


Association of Arts Administration Educators http://www.artsadministration.org/

Career Alternatives for Art Historians http://www.nd.edu/~crosenbe/jobs.html

College Art Association (CAA) http://www.collegeart.org/

Resources in Art History for Graduate Students: A Newsletter of Fellowships and other Opportunities for Art History Graduate Students. http://www.efn.org/~acd/resources.html

Final Reports:
When you turn in your internship reports, please include attach any material you have generated during the semester (such as wall labels, reports, etc.), your time log summaries (1-2 typed pages), your written assignments and have the person who supervised you at the sponsoring institution send me a letter of evaluation. Grades cannot be processed until this material is submitted. You may submit your reports as e-mail attachments.

NOTE: you are responsible for seeing that I receive everything in a timely fashion. Remember that an "E" is a grading option in this course.

NOTE: Please do not turn in your assignments until they are completed.
Option: Interviews
- Final Report (5 pages)
- Time Diary (1-2 pages)
- 5 Interviews (4 pages each)
- Resume
- 3 activities
- Letter of Evaluation (from Internship Supervisor)

Option: Experiential
- Final Report (5 pages)
- Time Diary (1-2 pages)
- Resume
- Letter of Evaluation (from Internship Supervisor)

NOTE: Internships not completed within a one-year time limit will receive an automatic “E” (failing grade), unless permission is obtained from Professor Fahlman.