Art Internship Application

ART 484 and ART 584
(3 credits)

INSTRUCTOR: Associate Professor Forrest Solis
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BASIC INFORMATION
Graduate and undergraduate students in studio may pursue art studio internships. 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 135 hours of work with an approved institution. This number is calculated on a 13-week semester at roughly 10 hours a week, though some flexibility is possible in the configuration of a student's hours. Permission is required for all internships, which are hands-on educational experiences. To obtain approval (the line number is suppressed), students must fill out a School of Art Internship application form (available online). The student will give a brief description of the internship, and indicate the name, telephone number, and address of the institutional sponsor. When the internship application is complete with appropriate approval signatures, using Docusign, I will create the Student Placement Agreement and obtain signatures from the Internship Supervisor, Director of the School of Art and the Dean of the Herberger Institute of Design and Art. At this point, the schedule line number will be released, at which point you will be able to register.

In addition to the internship, you are required to complete and submit:
- Conduct two interviews, write a 1-page summary (for each interview) of what you have learned and some of the significant issues that were raised in your discussion.
- A resume
- 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)
- 10 images of studio output
- A final report on the internship experience (one-page typewritten, single spaced).
- A letter of evaluation from your institutional sponsor must be emailed to me

These materials must be received by the last day of classes.

Students receive course credit and a grade for their internship. Grading options are either a "Y" or an "A, B, C, D, or E." Internships not completed within a one-year time limit will receive an automatic “E” (failing grade), unless permission is obtained from the School of Art Associate Professor. Undergraduate students may count three credits of internship as part of their studio 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.

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. (A grade of “Y” has no effect on GPA, thought the credits are good)
INITIAL PROCEDURES & FORMS

1. 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 studio art interest. They may want a letter of recommendation from one or more faculty members. They are looking over you to see if you make a good match with their needs. But you are also interviewing them as well. The main objective is for you to grow as an artist and get professional studio art experience. Indicate your internship goals, what you are hoping to accomplish during your internship, and discuss the preliminary list of tasks you will be expected to undertake.

2. Once you have received a commitment from a sponsoring institution, then you should fill out the School of Art Internship 484/584 Application form and give email it to Forrest Solis (forrest.solis@asu.edu), Associate Director to process.

3. Through Docusign, I will create a Student Placement Agreement and obtain the necessary signatures of the Internship Supervisor, Director of the School of Art, the Dean of Herberger Institute of Design and Art. Only then will the line number released. Double check to make sure you have been given the right line number.

4. Once the Schedule Line Number is released you may register for the Internship.

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 me by e-mail as to your progress throughout the semester and alert me as soon as possible if you experience any problems.