

COVER SHEET: FIELD WORK/INTERNSHIP

DATE: _____

Student Name: _____ UMS # _____

Address: _____ Phone No. _____

_____ E-mail _____

Project Title _____
(Identify project site)

Project Dates: From _____ **To** _____ **Hr/Wk** _____

Semester & Year _____ Credits Requested (1-6) _____

Faculty Project Advisor (Dept.) _____

Site Supervisor _____

INSTRUCTIONS: Attach all materials listed on the reverse side of this form to the Cover Sheet. Submit them to the faculty project advisor; after his/her approval, all materials are submitted to the Department Chair. Students are responsible for complying with all departmental regulations for Field Work. (see reverse side)

Following all approvals, the student will be registered by the Art Department. Confirmation of this registration is available from the Faculty Project Advisor or on-line.

For Department use only

Faculty Project Advisor _____
(signature) (date)

Department Chair _____
(signature) (date)

Project Approved: Yes No Credits Assigned: _____

Schedule No. _____

Special Comments:

POLICY SHEET: Art 488, 489

FIELD WORK/INTERNSHIP

A field placement intended to allow students to apply theoretical understanding to a practical situation as an apprentice. Credits variable: 1-6.

Enrollment Procedures

- A. Eligibility
1. Art History: Two from among Art 101, 102, or L104 plus three (3) courses above the 200 level and approval of faculty project advisor.
 2. Studio: 6 courses in the major and approval of faculty project advisor.
 3. 3.0 average in the major.
- B. **The following materials must be submitted to the Faculty Project Advisor:**
1. Cover Sheet. Must include dates of the project and estimated hours per week.
 2. Copy of current degree audit. List any art courses not posted to the record.
 3. Project Proposal. The student should describe his/her responsibilities in the field placement and the value of the work to academic and/or professional plans. Must include starting/ending dates and hours per week for the project.
 4. A letter from work site supervisor. Must agree to supervise and evaluate the project. **Must cite starting/ending dates and hours/week.**
- C. All materials must be submitted to the faculty project advisor no later than Add/Drop. Materials must be submitted to the Chair **following** faculty approval.
- D. Final approval of all projects will be made by the supervising faculty and department chair and, when necessary, in consultation with other appropriate faculty members.
- E. Following approval, the student will be registered by the Art Department. Confirmation of registration will be available from the Faculty Project Advisor or on-line.

Grades and Credit toward the Major:

- A. Credits vary between one and six depending on the project; one credit can be earned for approximately sixty hours per semester in the field. Students are limited to a maximum of six credits in Art 488,489.
- B. Field Work/Internships **earn Pass/Fail credit only**. Students must refer to University regulations for this option. Grades will be based on:
1. An evaluation by the work site supervisor.
 2. An interim report and a final written report presenting a full description of the tasks and activities undertaken and an assessment of the skills and knowledge gained from the placement.
- C. Internship credits cannot be used for the minimum of 12 courses in the major.

Note: A minimum of one (1) site visit will be made by the faculty advisor.

