

# Art 498—*Internship in the Arts*

## COURSE OUTLINE

### Prerequisites

Before enrolling in this course, a student should complete all sophomore art classes. This course may be taken between the sophomore and junior levels, or between the junior and senior levels. Exceptions to this may be granted on a case by case basis after discussing your individual situation with Brother Randall. Each student must contact and have their internship approved by the Internship Director in the Department of Art prior to initiating an internship to ensure that all requirements are understood and that the proposed internship meets University and Department standards.

### Director

Shawn Randall, Art Department Internship Director, [randalls@byui.edu](mailto:randalls@byui.edu)  
Spori 214, 208 496-4917

### Text

No textbook is required but a Daily Blog will be required during your internship and important BYU-Idaho forms must be completed before a student can be added to this course.

### Credits

This is a variable credit course (1-4 credits) and can be repeated for additional credit (up to a maximum of 4 credits). A total of 100 hours of on-the-job work experience is required for each (1) credit hour. Since you must pay for each credit you take, only take the minimum number of credits you need to graduate.

### Philosophy Statement About This Course

The BYU-Idaho Internship in the Arts program has been established to give students a personal experience in a professional art career prior to graduation. This program should enhance a student's upper-division classroom studies through exposure to a professional work environment.

This is not considered a work-study course and is therefore intended to be done between semesters, rather than as an after-hours, part-time job, (exceptions will be made on a case-by-case basis). These internships should provide students with a professional-level experience in the arts. Such experiences are more likely to be available outside of the BYU-Idaho vicinity.

### Objectives

1. Learn important job search skills, which include: résumé design, portfolio preparation and presentation, interviewing, etc.
2. Find a professional art, design, or photography internship with an approved employer and complete **100 hours** of work **for each credit hour**.

3. Apply the principles and skills learned in the classroom to on-the-job practices and procedures.
4. Through on-the-job experience, gain a greater vision of a specific art career.
5. Establish future employment opportunities with working professionals during your internship experience.
6. Receive timely consultation from inside and outside sources to help direct your learning progress in your various job responsibilities.
7. Receive recognition from the experience provider and letters of recommendation from both the provider and BYU-Idaho Department of Art.

### Criteria for Internship Approval

Please note that all internships must be pre-approved by the Internship Director. Students should not begin work without that approval. There are several factors that may be considered for Internship approval. One of the most important criteria is for an intern to work under a professionally trained artist, designer, or photographer. Please consult with Bro. Randall regarding your internship opportunities and send him an email with a copy of your internship application.

### Grading

Grading for the internship will be based on the following criteria:

1. Complete all BYU-Idaho Agreement contracts required and meet with Department Internship coordinator prior to starting internship experience 10%
2. Complete personal work blog 30%
3. Complete Work Summary paper and resume 30%
4. Complete two on-line evaluations: supervisor evaluation, self-evaluation 30%\*

### Work Blog

Each student will keep a blog during the internship period. Upload a link to your blog to the course i-Learn site at the beginning of your internship. If you are unfamiliar with blogs, visit <http://www.youtube.com/watch?v=rPV-JOYy9Rg>. Keep your blog current. A brief, daily entry should be recorded that describes that day's assignments. The main objective of these entries will be to record the valuable learning experiences of each day. These may include insights gained into the process of the work, but could also include valuable insights such as:

- Business and client interactions
- Coworker relations
- Tips from coworkers on portfolio development and job-search skills
- Work practices that made you more productive or perhaps practices to avoid in the future
- Any other observations that will prepare you for your future career
- Images of work, experiences or people important to your experience (*always get images approved by employer before posting to your blog!*)

## Work Summary Paper, Resume + Letter of Recommendation, and Project Images

**Work Summary Paper:** This is a written report from the student to the instructor that describes the entire internship experience. It should be 2 - 3 pages, excluding the cover page and the Project Images pages (described below). Cover page should include the following items:

- Title: Internship Work Summary Paper of \_\_\_\_\_ (your name)
- Date of Internship
- Agency, Company, Firm, Studio, or Gallery Name
- Supervisor Name, Address, Phone, and e-Mail Address
- URL / Link to blog

The written report should be drawn from your journal entries and should include a self-critique of your performance, a critique of the firm with whom you worked, insights learned from the day-to-day work experience, a description of how this experience will affect your future work as a Junior- or Senior-level student, and a description of how this experience will affect your future plans for your career.

**Résumé & Letter of Recommendation:** A résumé, which has been updated to include your internship experience, will be turned in along with the summary paper. Request a letter of recommendation (on the company's letterhead) from your supervisor, which gives an evaluation of your performance, and recommendation for future employment and include a transcribed copy of it as a part of the résumé.

**Project Images:** Finally, you should include color copies (scans or prints) of the results of projects you were involved with. These may be reduced so as to fit several on a page. You may include work that you collaborated on with another coworker. Note: this paper will be kept on file in the Department of Art office and will not be returned to you. Only printed journals will be returned to you. If you would like a copy of the paper, please make an extra copy for yourself. The paper may also be submitted electronically (Word, PDF, etc.) If you did your work blog properly, these images should be easy to come by.

### \*Online Evaluations

**Online Self-evaluation:** You will be emailed a Self-evaluation form from the Internship Department at the conclusion of your internship experience.

**Online Supervisor Evaluation:** Your supervisor will also be emailed an evaluation form to be completed and emailed back. It is your responsibility to see that these forms are completed and returned promptly to be included for your final grade. Your internship provider is not required to complete the form, however, YOU SHOULD ENCOURAGE THEM TO DO SO AS THIS FORM IS WEIGHTED AS PART OF YOUR FINAL GRADE! Also – In cases where the internship provider does not complete the electronic evaluation, your grade will be 'capped' at **B**.

### Final Grade

Your final grade will be given upon receipt of the completed blog, the Work Summary paper, resume and the evaluations. Students who have not completed the internship at the time of grade posting will receive a 'T' grade. This will be changed when the required materials are submitted. Failure to submit these materials will result in the grade changing from a 'T' to a failing grade.

### Deadlines

The deadline for completion of the blog, the Work Summary paper and resume, and the on-line evaluations will be the last day of Finals as determined by the University Academic Calendar. **Internships that are not yet completed by these dates will receive a 'T' grade until the internship is completed and all materials are handed in.**