

## GUIDELINES FOR ART HISTORY & ARCHAEOLOGY MAJORS CONSIDERING INTERNSHIPS

Majors in Art History & Archaeology have had tremendous success in recent years obtaining internships locally, nationally and even internationally. In some cases, students may receive academic credit for internships in the arts community. These may be conducted during the semester, winter break, or, most often, during the summer months.

**It is up to the student to arrange the internship.** Art History & Archaeology faculty will act only as advisors on this matter. We encourage students to consult the Career Center (x5-5930, online at <http://careercenter.wustl.edu/tools/careerdevelopment/Pages/Internships.aspx>). This office has lists of intern positions in the St. Louis area and nationally, and will advise you of the procedures. In addition, information for paid and unpaid internships can be found on the department website; <http://arthistory.artsci.wustl.edu/undergraduate/undergraduate-internships>.

While we sometimes distribute solicitations from employers looking for interns, the department cannot guarantee any particular opportunity. Knowing that it is possible to get academic credit sometimes makes the applicant a more appealing prospect, so use that fact when applying for internships.

To get academic credit, you will need to prepare the necessary contract—called the Internship Learning Agreement—which outlines your agreement with your on-site supervisor and your academic sponsor (typically the Internship Coordinator for the Department of Art History & Archaeology). The agreement should be completed and signed **BEFORE** beginning the internship. The form can be filled out online at: <http://careercenter.wustl.edu/tools/careerdevelopment/Pages/InternshipLearningAgreement.aspx>

**Internship credits do not count toward the major.** All internships are 200-level credit and must be taken with the credit/no credit grading option. Students may receive up to 3 credits per semester and a cumulative total of 6 credits that count toward graduation. Generally, about 40 hours of work equates to one credit. To receive credit, you must file your Internship Learning Agreement by the deadline and register for the course L01-299 Internship in the Art Community selecting one to three credits depending on the arrangements of your internship.

**No salary allowed:** Students may not receive academic credit for work done for pay. If you have a paying part-time job that offers important professional experience, ask your on-site supervisor to provide a letter of recommendation for your career placement file at Washington University. Also keep in mind that sometimes it may be more advantageous to accept a non-paying position in order to gain academic credit instead.

**Summer internships:** Students may complete the work for the internship over the summer (or another time when they are not registered) and receive credit during the subsequent semester. Please note, however, that the Learning Agreement must be filed and faculty approval of this project must be obtained **prior** to beginning work at the internship site.

**Department requirements:** All internships require written work to be reviewed by the faculty

sponsor. These requirements are agreed upon by you and your advisor and are written into the Learning Agreement. Please note the following guidelines as you plan your internship and complete your Learning Agreement.

1. **Prior to the internship:** A brief discussion or other communication with the departmental faculty sponsor is recommended before the internship. The Internship Learning Agreement must include in as much detail as possible information about the internship supervisor, a description of the gallery, museum or business, and what activities the internship will encompass. Note: try to avoid purely clerical positions. Part of the benefit of the Internship Learning Agreement is that the supervisor knows that you intend to receive academic credit and should be able to offer you appropriately stimulating work.

2. **During the internship:** It is recommended that you keep a brief journal of your work. Record the hours you work and your activities: meeting clients, installing objects, writing object descriptions, giving lectures, interviewing, etc. Such a journal will help you prepare your final evaluation of the internship. This journal, along with a copy of any material products of the internship (if feasible), such as texts or other work produced during the internship, should be given to the faculty advisor at the end of your internship to be used in the evaluation of your experience. All items will be returned upon request.

3. **Upon completion of the internship:** Write a description of the internship after it is completed, providing details about your work. Evaluate what you gained from the experience, as well as how it fits into your curricular experience and career objectives if relevant. The Career Center will solicit a follow-up report from your supervisor, but it is good practice to obtain a letter of evaluation from the person who supervised the internship, written on gallery or museum letterhead. Then, when you apply for your next position, you can contact that person for a letter of recommendation, and it will already be done, rather than asking him or her to recall, months later, what you worked on. Submit your self-evaluation to your department sponsor as soon as possible after the end of the internship, but no later than the final exam period.

**Alternatives for seniors:** If you have located a serious research opportunity, with significant academic content and close academic supervision, you may be able to arrange an independent study (L01 4900 – Independent Study and Research) for a grade; such a course may count toward the major. These opportunities will be rare, but you may explore the possibility with your department advisor, who will determine whether the necessary academic standards apply to your proposed activity.