Department of Fine Arts and Art History

Handbook
Undergraduate Programs in Art History

Smith Hall of Art 101
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Washington, DC 20052

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Art History @ GW
The Department of Fine Arts & Art History offers a range of programs in art history, from the major or minor in Art History, to the combined major or minor in Fine Arts and Art History, to the combined BA-MA in Art History. Whatever route you choose, GWU’s art history programs and courses encourage the pleasures of looking and direct, interpretive engagement with the visual arts. We draw heavily on the area’s bountiful cultural resources. Our faculty offer a diversity of methodological, scholarly approaches to the arts. We advocate the intertwining of visual, historical analyses with philosophical hypotheses and theoretical, political debates. We cultivate connections to the studio arts and interdisciplinary exchanges with other fields of inquiry.

Advising
So many options—where to begin? Come talk to us!

For any undergraduate program in art history, talk to:
  Prof. Bibiana Obler
  Director of Undergraduate Studies (DUS) in Art History
  Email: bobler@gwu.edu
  Phone: 202.994.4839
  Office: Smith 108
  Fall 2016 Office Hours: Mondays 1-3, Wednesdays 11-1

For combined programs in Fine Arts & Art History, talk to the DUS in Art History and/or:
  Prof. Dean Kessmann
  Director of Undergraduate Studies (DUS) in Fine Arts
  Email: kessmann@gwu.edu
  Office: Smith 207A
  Fall 2016 Office Hours: Monday, Tuesday, and Wednesdays 10-11:30

For the Combined BA-MA, talk to the DUS in Art History and/or:
  Prof. Cristin McKnight Sethi
  Director of Graduate Studies (DGS) in Art History
  Email: cristin@gwu.edu
  Office: Smith 106B
  Fall 2016 Office Hours: Tuesdays 1-2, Wednesdays 11-12

Once you’re decided to declare a major or minor, you must meet with the Director/s of Undergraduate Studies (DUS) in person (both FA & AH if declaring a combined major or minor). Simply filing your Declaration of Major form with the Columbian School will not be adequate. If possible, come to the meeting prepared with the Declaration of Major form; the DUS will help you fill it out, if you have any questions. If declaring from abroad, this meeting can occur over email.

If you are interested in applying for the Combined BA-MA, please see below to learn more about the application process.
Art History Major
The Department of Fine Arts & Art History (FAAH) offers art history students a curriculum covering ancient to contemporary art, with significant emphasis in developing research and writing skills. Students are encouraged to take advantage of the rich resources of the DC area through courses and internships.

Requirements

For students who declared the major as of September 2015 or later:

The Art History major requires 36 credit hours. To ensure distribution across the discipline, students must take a minimum of one course (3 credits) in six of the following seven categories (for a total of 18 credits): Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-Colombian/Latin American/African. With an eye to specialization, students choose an additional upper-division course in one of these categories (3 credits) and two electives (6 credits), which may, with the prior approval of the Director of Undergraduate Studies, be taken in another department. For in-depth research experience, students must take a minimum of two Junior/Senior Seminars (6 credits); seminars may count towards the distribution requirements. For hands-on experience, one Fine Arts (FA) course at any level (3 credits) is required. In addition, Art History majors must complete four semesters of study (or equivalent) in a single foreign language.

For guidelines on what courses fall under what categories, see the GWU Course Bulletin and/or this handy-dandy cheat sheet. Please keep in mind that these lists don’t always keep up with courses we add, or don’t include all the courses you may take on study abroad. If you have any questions about how to fulfill the requirements, please consult with the DUS.

For students who declared their major before September 2015:

Students who declared their major before September 2015 can choose to adhere to the previous guidelines, which required 33 credit hours consisting of 6 credit hours each in Ancient-Medieval, Renaissance-Baroque, and Modern European/American art history; 6 credit hours of Art History seminars; 3 credit hours of fine arts course work; and an additional 6 credit hours of upper division courses in Art History, or, with the approval of the advisor, in related departments. The seminars are small group experiences that stress in-depth study of a particular topic under the close supervision of a faculty member. Art History majors are required to learn a foreign language, either French, German, Italian, or Spanish, and are encouraged to study in related disciplines, such as history, literature, or religion.

Special Honors in Art History
For graduation with Special Honors in Art History, students must have attained, by the end of the junior year, a grade-point average of at least 3.5 in the major and 3.3 overall and
second-year proficiency in a foreign language. By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty member to supervise the project. The student will work out a schedule with the faculty supervisor for completion of the thesis either in fall and/or spring term. We recommend that students strongly consider taking the full two semesters to complete the thesis. The student will register for AH 4198 Independent Study, which may count toward an elective in fulfillment of the major. The student must earn a letter grade of A in order to receive special honors.

Thesis writers will present their research publicly at a colloquium held during the spring “NEXT: Corcoran Thesis Exhibition.”

Art History Minor

Requires AH 1031, 1032, and four additional upper-division Art History courses for a total of 18 hours of course work. Yes, it's that simple!

Combined Major in Fine Arts and Art History

The combined Fine Arts and Art History major requires 27 credit hours in Fine Arts and 27 credit hours in Art History. Students work with the Directors of Undergraduate Studies to customize a course of study. For example, if students are interested in pursuing Honors, they should consult with the advisors and follow either FA or AH guidelines, or a combination of the two.

For all students declaring their major after September 1, 2015, the following requirements apply:

- Three courses from the 1000 introductory studio level, in a minimum of three studio areas: Photography, New Media, Sculpture, Ceramics, Painting, and Drawing;
- FA 2001 Studio Seminar: Conceptual Propositions, to be taken after completing 9 credits and before completing 18 credits of FA coursework;
- Three courses at the 2000 or 3000 level, including at least one course in two different studio areas;
- One cross-disciplinary courses at the 3900 level, in any combination;
- One capstone courses:
  - FA 4195 Critical Practices
  - Participation in a capstone exhibition concurrent with enrollment in Critical Practices.

The Art History courses must include a minimum of one course (3 credits) in six of the following seven categories (for a total of 18 credits): Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-
Columbian/Latin American/African. To develop a specialization, students take an additional course in one of these categories (3 credits) as well as a minimum of two Junior/Senior Seminars (6 credits); seminars may count towards the distribution requirements. Finally, combined FAAH majors must complete four semesters of study (or equivalent) in a single foreign language.

For further guidelines, see the GWU Course Bulletin. Please keep in mind that these lists don’t always keep up with courses we add, or don’t include all the courses you may take on study abroad. If you have any questions about how to fulfill the requirements, please consult with the DUS.

Requirements for majors declared before September 1, 2015

For majors who declared before Fall 2015, you may elect to follow the new requirements above or the requirements in place at the time of your major declaration:

The combined Fine Arts and Art History major requires 27 credit hours in Fine Arts and 27 credit hours in Art History. The Fine Arts credit hours should include coursework in a balance of concentration areas. The Art History credit hours consist of 6 credit hours each in Ancient-Medieval, Renaissance-Baroque, and Modern European/American art history; 6 credit hours of Art History seminars; and an additional 3 credit hours of upper division courses in Art History, or, with the approval of the advisor, in related departments. Finally, combined FAAH majors must complete four semesters of study (or equivalent) in a single foreign language (Arabic, French, German, Italian, Persian, Portuguese, or Spanish) and are encouraged to study in related disciplines, such as history, literature, or religion.

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Combined Minor in Fine Arts and Art History

The combined minor requires 9-12 credits of course work in Art History and 9-12 credits in Fine Arts, including at least one course at the 2000 level or above, for a total of 21 credits. A program of study is developed in consultation with the Directors of Undergraduate Studies in Art History and Fine Arts.

Minors who declared before Fall 2015 may follow these guidelines, or elect to follow the previous guideline, which included 9-12 credits in Fine Arts at any level.

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Combined BA-MA in Art History

The combined BA/MA program offers undergraduate Art History majors excelling in their studies the opportunity to advance to graduate level coursework in their senior year and enter the MA program upon graduation.
The following requirements must be fulfilled while an undergraduate:

1. The general requirements stated under Columbian College of Arts and Sciences.
2. Four semesters of study (or equivalent) in a single foreign language.
3. Required courses in art history – 33 credit hours consisting of a minimum of one course in six of the following seven categories: Ancient, Medieval/Islamic World, Renaissance/Baroque, 18th/19th Century, Modern & Contemporary, Asian, and Pre-Columbian/Latin American/African; an additional course in one of these categories; two Junior/Senior Seminars (which may count towards the distribution requirements); and two electives, which may, with the prior approval of the Director of Undergraduate Studies, be taken in another department.
4. Required course in fine arts – 3 credit hours of any fine arts course.

During the senior year students must take 9 credits of graduate art history course work (6000 level); these credit hours will count towards the BA degree and the MA degree.

Fall Semester: students must take the art historiography seminar (AH 6258).

Spring Semester: students must take 6 credits of graduate art history course work (proseminar and/or seminar).

Students must receive a grade of B or better in their graduate course work taken while an undergraduate. If they do not, the course(s) will not apply to their MA degree. If B or better, these grades are used when computing their graduate GPA.

After graduating with the BA degree, students must take an additional 27 credit hours of course work at the 6000 level. As many as 6 credits of graduate course work may be completed outside the department with approval of the graduate advisor.

Students must submit one qualifying paper after the completion of 18 credits. A reading knowledge examination in French, German, Italian, or Spanish must be passed upon completion of the first 9 credits of course work.

Combined Bachelor of Arts with a major in art history/Master of Arts in the field of art history with a concentration in museum training. Prerequisites and requirements are the same as those for the combined Bachelor of Arts with a major in art history/Master of Arts in the field of art history; students include in their course work 6 credits of AH6299, Museum Internship, after completion of 18 credits of art history courses.

View the graduate student handbook for further information.

Note: Once admitted, students should work with the Director of Graduate Studies, Art History, on submitting the combined degree credit form.

How to Apply
Deadline: March 1 of junior year
*If a deadline falls on a weekend (Saturday or Sunday), or a GW holiday, applications will be accepted the next business day.

Submit:

- **Application Form**
- Statement of purpose: In an essay of 250 – 500 words, state your purpose in undertaking graduate study in your chosen field. Include your academic objectives, research interests, and career plans. Also discuss your related qualifications, including collegiate, professional, and community activities, and any other substantial accomplishments not already mentioned on the application. If you are applying for an assistantship, you should also describe any teaching experience you have had.
- Writing sample
- Curriculum vitae
- Three references: Names and contact information, no letters of recommendation are required
- Unofficial transcript
- Minimum 3.5 GPA overall, 3.7 in AH major

*Applications should be submitted to:*
Director of Graduate Studies, Art History
Department of Fine Arts and Art History
Smith Hall of Art 101
801 22nd St. NW  Washington, DC 20052

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Art History Faculty

**Full-Time Faculty:**

**David Bjelajac**  
*Professor of Art History and American Studies*  
202-994-7093  
bjelajac@gwu.edu

**Alexander Dumbadze**  
*Chair and Associate Professor of Art History*  
202-994-6085  
dumbadze@gwu.edu

**Philip Jacks**  
*Associate Professor of Art History*  
202-994-6914  
pjacks@gwu.edu
Lisa Lipinski  
*GW Corcoran School of the Arts and Design, Program Head*  
*Assistant Professor of Art and Design*  
llipinski@gwu.edu

**Cristin McKnight Sethi**  
*Assistant Professor of Art History and Director of Graduate Studies, Art History*  
202-994-7656  
cristin@gwu.edu

**Mika Natif**  
*Assistant Professor of Art History*  
202-994-8548  
mmn215@gwu.edu

**Bibiana Obler**  
*Associate Professor of Art History and Director of Undergraduate Studies, Art History*  
202-994-4839  
bobler@gwu.edu

**Lilien F. Robinson**  
*Professor of Art History*  
202-994-7094  
lfr@gwu.edu

**Barbara von Barghahn**  
*Professor of Art History*  
202-994-8653  
bvb@gwu.edu

**Part-Time and Affiliated Faculty:**

**James Carder**  
*Professorial Lecturer of Art History*  
jncarder@gwu.edu

**Susanne Francoeur**  
*Professorial Lecturer of Art History*  
sfrancoe@gwu.edu

**Christiane Joost-Gaugier**  
*Professorial Lecturer of Art History*  
joostgaugier@gwu.edu

**Alan Wallach**  
*Professorial Lecturer of Art History*  
axwall@gwu.edu
**Student Committees and Opportunities**

It's sometimes hard to keep track of all the glorious opportunities available to students at GW. In an effort to draw your attention to some that are especially relevant to students of art history, we offer you the following resources: from the Dept. of Fine Arts & Art History, from Columbian College and the University at large, and from the world out there.

**Departmental**

**Gallery 102 Committee**

The mission of Gallery 102, the department's student-run art space, is to provide a platform for students to present work, practice curatorial strategies, and learn how to produce and install exhibitions. All students have the opportunity to participate in the Gallery 102 Committee. Students from a range of disciplines and stages of study—graduate and undergraduate, majors and non-majors, Fine Arts and Art History—collaborate with one another and faculty members to present shows throughout the year. In conjunction with collaborative shows, the department publishes catalogues designed and written by students. Each May, all undergraduate and graduate students have an opportunity to enter the department’s Annual Student Awards Exhibition, which is selected by artists and curators outside the University community. Prizes totaling over $7,000 are awarded through this exhibition.

Want to join? Email gallery102@gwu.edu or call 202.994.6085 for more information.

Want to attend openings & visit exhibitions? See http://art.columbian.gwu.edu and/or follow Gallery 102 for the latest news and announcements:
- Facebook http://www.facebook.com/gallery102
- Instagram @gallery_102
- Twitter @gallery102

**Visiting Artists & Scholars Committee (VASC)**

Each semester, Fine Arts and Art History undergraduate majors, MFA and MA students are invited to join our Visiting Artists and Scholars Committee. The committee brings both established and emerging practitioners in the arts to present public lectures, conduct one-on-one critiques, lead small seminars or reading discussions, and share informal meals with students. All VASC lectures are free and open to the public.
Want to join? Email vasc@gwu.edu or call 202.994.6085 for more information.

Want to learn what lectures are happening? See http://art.columbian.gwu.edu and/or join the VASC mailing list by emailing vasc@gwu.edu

Work Study Positions

To inquire about open Work Study positions, please contact the department at art@gwu.edu. In order to qualify for Work Study positions, you must currently be eligible for Federal Work Study.

Awards, Fellowships, & Scholarships

In recognition of how hard it is to keep track of the actually copious grants & prizes for research at GW, please find below a list of a few things that might be of interest to you. Please note that almost all of these grants require faculty support; keep track of deadlines, and make sure to contact potential advisors early. You should give recommenders a minimum of two weeks’ notice when requesting a letter of recommendation. The longer the lead time, the likelier you are to receive a stellar recommendation.

For more opportunities specific to your interests, see the Center for Undergraduate Fellowships & Research @ http://undergraduate.research.gwu.edu/gw-funded-research-fellowships.

Sigelman Undergraduate Research Enhancement (SURE) Awards. For the purchase of equipment or supplies necessary for a research project; support of conference presentation through coverage of registration or associated travel costs; support of travel to libraries or archives; and videography costs associated with the documentation of performances. An award of up to $500 is possible. Spring projects should take place in the spring and summer 2016. The award is open to freshman, sophomores, juniors, and seniors (who must use funds before graduation).

Research Days
Undergraduate, graduate, and postdoctoral students are invited to showcase their work and compete for prize money at the Annual Research Days. This event features poster presentations and keynote speakers and is dedicated to highlighting the breadth of research, creative scholarship, and cultural discovery being done at GW by students and postdoctoral researchers. Faculty and staff are encouraged to attend this showcase! Typically abstracts are due in late February and are required to have mentor or advisor approval.

GW Undergraduate Research Award. For advanced research to be completed any time between summer to the end of the following spring term under the supervision of a faculty member. Students may be of any level, but funds must be used before graduation. The award is up to $5,000.
The **Luther Rice Undergraduate Research Fellowship** for research to be completed during anytime during a student's junior or senior year under the supervision of a faculty member. The summer before junior year is also possible, but funds must be used before graduation. The award is up to $5,000.

Only for students interested in writing a thesis:

**DUE: Rolling deadline (spring before senior year)**
Consider applying to the [Enosinian Scholars Program](#).
Note: this grant is advertised through the Honors Program but is open to all students.

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**Internships at GW & beyond**

The wide array of Washington's museums and galleries provide internships for both credit and non-credit. Students have held internships at the [Freer and Sackler Galleries](http://www.fas.harvard.edu/fas/galleries), [ Hirshhorn Museum and Sculpture Garden](http://www Smithsonian.org), the [National Gallery of Art](http://www smithsonian.org), the [National Museum of African Art](http://www Smithsonian.org), the [National Portrait Gallery](http://www Smithsonian.org), [The Phillips Collection](http://www Phillipscollection.org), the [Smithsonian American Art Museum](http://www Smithsonian.org), and — here on campus — the [Brady Gallery](http://www gwu.edu) and the [George Washington Museum / Textile Museum](http://www gwu.edu), among others.

Application deadlines and procedures are variable. Some institutions have rolling deadlines; others send out calls for applications throughout the year. Please plan in advance: some deadlines are months before the start-date, and you should give recommenders a *minimum of two weeks' notice* when requesting a letter of recommendation. The longer the lead time, the likelier you are to receive a stellar recommendation.

Sometimes internships are paid, but often they are not. GW offers grants for unpaid internships: [http://careerservices.gwu.edu/grants-unpaid-internships](http://careerservices.gwu.edu/grants-unpaid-internships)

Also keep in mind that, if you qualify for work-study, there are various arts-related positions available for GW students both at GW and at the Smithsonian museums. Go to: [gwork.gwu.edu](http://gwork.gwu.edu) to find out more.

If you would like to receive course credit for your internship, majors may enroll in AH 4199. For a complete set of forms, which are also available on-line [here](http://advising.columbian.gwu.edu/internships), please see the Appendix below. Alternatively, students may enroll in CCAS 2154; for further information, see [http://advising.columbian.gwu.edu/internships](http://advising.columbian.gwu.edu/internships).

A short list of internship opportunities to get you started:

Smithsonian Institution: [http://www smithsonianofi.com/internship-opportunities/](http://www smithsonianofi.com/internship-opportunities/)
Archives of American Art:
http://www.aaa.si.edu/aboutus/opportunities

Art Museum of the Americas:
http://museum.oas.org/programs_education.html

Freer / Sackler:
http://www.asia.si.edu/research/fellowships.asp

George Washington University Museum / Textile Museum:
https://museum.gwu.edu/jobs-internships

Hirshhorn Museum and Sculpture Garden:
http://hirshhorn.si.edu/collection/workinternvolunteer/#detail=/bio/internships/ &collection=workinternvolunteer

Kreeger Museum:
https://www.kreegermuseum.org/education/internships

National Building Museum
http://www.nbm.org/about-us/employment_internships/internship-program.html

National Gallery of Art (Note: Only a few undergraduate internships available):
http://www.nga.gov/content/ngaweb/opportunities/interns-and-fellows/graduate/summer.html

National Museum of African American History and Culture:
http://nmaahc.si.edu/GetInvolved/Internships

National Museum of African Art:
http://africa.si.edu/about/opportunities/

National Portrait Gallery:
http://npg.si.edu/get-involved/internships

Phillips Collection:
http://www.phillipscollection.org/about/employment-and-internships

Smithsonian American Art Museum:
http://americanart.si.edu/research/opportunity/interns/

Tudor Place:
https://www.tudorplace.org/get-involved/employment/

Also, take advantage your network of professors and fellow students. Ask around for help. Sometimes applications for internships—especially at the larger institutions—are lost in
the shuffle; sometimes professors and colleagues can put you in touch with people looking for interns with your particular skill set.

In addition to internships here in DC, our students sometimes intern elsewhere during the summer or after graduation—sometimes even snagging paid internships! Some possibilities to pursue include:

- **Aperture, NY:**
  [http://aperture.org/internships/](http://aperture.org/internships/)

- **Baltimore Museum of Art:**
  [https://artbma.org/about/jobs.html](https://artbma.org/about/jobs.html)

- **Guggenheim (multiple locations):**
  [https://www.guggenheim.org/internships](https://www.guggenheim.org/internships)

- **Metropolitan Museum of Art, NY:**
  [http://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students](http://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students)

- **Museum of Modern Art, NY:**
  [http://www.moma.org/learn/courses/internships#seasonal](http://www.moma.org/learn/courses/internships#seasonal)

- **Philadelphia Museum of Art, Philadelphia:**

- **Walters Art Museum, Baltimore:**
  [http://thewalters.org/about/jobs/intern/](http://thewalters.org/about/jobs/intern/)

- **Whitney Museum of American Art, NY:**
  [http://whitney.org/About/Internships](http://whitney.org/About/Internships)

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**Alumni Listservs**

Worried about the future? Join our listservs to receive up-to-date information on internships, job opportunities/openings, conferences, department events, etc. To join, please send an email to [art@gwu.edu](mailto:art@gwu.edu) designating the type(s) of listserv you would like to join:

- Job Opportunity/Internship Listserv
- Departmental Events
Deadlines

Declaring A Major
Most CCAS students will declare their major in their third full-time semester (or after completing 45 credits, whichever comes first), and no later than the registration period before the fifth full-time semester. Transfer students are recommended to declare their major during their first (or second) semester at GW.

Honors Thesis
By the end of the junior year, students should consult the Director of Undergraduate Studies regarding eligibility and selection of an area of research and the appropriate faculty member to supervise the project.

Internships
Deadlines for internships are completely variable and often far earlier than you might think. For example, many summer internship deadlines are March 1 and some as early as January (!). Ideally, start looking for internships several months in advance, although don't despair if you are a last-minute Louie: sometimes internship opportunities are available with immediate turn-around.

BA-MA Art History Program
Begin to think about the combined program at the start of your junior year. The application deadline for the program is March 1 of your junior year.
*If a deadline falls on a weekend (Saturday or Sunday), or a GW holiday, applications will be accepted the next business day.
AH 4199: Internship Checklist
Department of Fine Arts and Art History
George Washington University

Student's Name: ________________________________________

Student's Email: ________________________________________

Student's GWid: _________________________________________

Sponsoring Museum/Dept: _________________________________

Address: _______________________________________________

____________________________________________________________________

Supervisor Name/Title: _______________________________________

Supervisor's Number: (___ ___) ___-___ ___ X_______

Supervisor's Email: _________________________________________

Beginning Date: _________ Ending Date: _________

Semester Registered: _________ CRN: _________

Documents Required for Internship Approval (see attachments for particulars)

Internship Checklist *Immediately _____

Supervisor's C.V. *Immediately _____

Timetable *Immediately _____

Statement of Expectations *Immediately _____

Midterm Progress Report Usually After 95 hrs

Final Evaluation Usually After 195 hrs

Required documents, including this checklist, should be sent to: Bibiana Obler
Director of Undergraduate Studies
Department of Fine Arts and Art History
George Washington University
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
bobler@gwu.edu

Although the above material requires the supervisor’s participation, it is the intern’s responsibility to ensure that all appropriate paperwork reaches the undergraduate advisor in a timely manner.

* If material marked immediate is not received within one week of the start of the internship, academic credit may not be awarded.

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES
Internship Timetable Agreement

A (3) credit hour internship must total a minimum of (195) working hours. Usually this takes the form of a 13-week session with the intern working 15 hours per week. However, as long as the total hour requirements are met, the intern and the supervisor may establish a mutually agreeable work schedule.

Each internship must be approved by the Director of Undergraduate Studies.

1. The internship will begin __________ and end __________.
   MM/DD/YYYY   MM/DD/YYYY

2. In general the intern will work ______ hours per day, ______ days per week.

3. The supervisor and the intern will meet ______ hours per week.

4. The internship will be for ______ credit hour(s) and consist of _____ hours of work.

____________________________________  ________________________
Supervisor’s Name (printed)            FAAH Intern’s Name (printed)

____________________________________  ________________________
Supervisor’s Signature                 FAAH Intern’s Signature

Date: __________                       Date: __________

Bibiana Obler
Director of Undergraduate Studies
Department of Fine Arts and Art History
George Washington University
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
bobler@gwu.edu

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES
**Statement of Expectations**

Supervisor: Please discuss the main objectives of the internship with the student before the internship begins. This statement should represent an agreement between you and the intern regarding the expectations for the internship.

1. Describe the internship. Specifically mention the process of orientation, major activities to be completed, final projects and overall intern responsibilities. As appropriate, a “Suggested Readings” list may be included. (Attach document if needed.)

Note: If publications result from student research, interns should be properly acknowledged for their contributions.

________________________________________
Supervisor’s Name (printed)                   FAAH Intern’s Name (printed)

________________________________________
Supervisor’s Signature                        FAAH Intern’s Signature

Date: ____________  Date: ____________

Although the statement requires the supervisor’s participation, it is ultimately the intern’s responsibility to ensure that a statement is created at that it reaches the Director of Undergraduate Studies in a timely manner.

Bibiana Obler  
Director of Undergraduate Studies  
Department of Fine Arts and Art History  
George Washington University  
Smith Hall of Art 101  
801 22nd Street, NW  
Washington, DC 20052  
obler@gwu.edu

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES
Mid-term Progress Report

The mid-term evaluation provides the opportunity for the internship supervisor and the FAAH student to reflect on the progress of the internship and reassess the remaining activities to be completed by the intern. The evaluation also allows the Director of Undergraduate Studies to monitor the progress of the internship and address any problems. (Attach additional document if needed.) This form is due after half of the internship hours have been completed by the intern.

Intern's Name: ___________________________________________________________

Sponsoring Museum/Gallery: _____________________________________________

Supervisor's Name: _______________________________________________________

1. Overall Evaluation of Performance

2. Mid-term Recommendation

3. Remaining Goals and Objectives

Supervisor:
Please check any that apply

_____ I have reviewed this report with the intern.

_____ I would like the undergraduate advisor to review this report with the intern.

_____ Please have the undergraduate advisor contact me for further discussion.

_________________________________ ___________________________
Supervisor’s Signature Date

Bibiana Obler,
Director of Undergraduate Studies
Dept. of Fine Arts and Art History,
George Washington University
Smith Hall of Art 101, 801 22nd Street, NW
Washington, DC 20052
bobler@gwu.edu

RETURN TO DIRECTOR OF UNDERGRADUATE STUDIES
Final Evaluation Letter

The Director of Undergraduate Studies will assign a final grade (pass/fail) based on the mid-term evaluation, final evaluation and the student’s final project. The observations and comments made by the supervisor are critical to assigning this grade. Suggested questions to include in the final evaluation are listed below. The Final Evaluation letter is due within two weeks of the final day of the internship, or, if the intern is in her/his final semester, by the final due date for grades.

1. Did the intern have the opportunity to interact with appropriate staff members? What was the nature and quality of the interaction?

2. On what specific projects did the intern work? Were the projects ongoing or special? Were the tasks completed? Did the intern make a real contribution to the project?

3. Did the intern demonstrate (or acquire) skills useful in the museum or gallery environment (writing ability, research ability, communication skills, organization skills, teaching ability)?

4. What additional skills or information would you recommend to further the student’s professional preparation?

________________________________________________________________________

Museum Supervisor’s Signature                                      Date

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