AH 4199: Internship Checklist
Corcoran School of the Arts & Design
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 39 hrs (1 credit), 65 hrs (2 credits), or 95 hrs (3 credits)
Final Evaluation Usually after 78 hrs (1 credit), 130 hrs (2 credits), or 195 hrs (3 credits)

Required documents, including this checklist, should be sent to: Mika Natif
Director of Undergraduate Studies
Corcoran School of the Arts & Design
Smith Hall of Art 101
801 22nd Street, NW
Washington, DC 20052
Mmn215@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.

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Internship Timetable Agreement

Internships usually take the form of a 13-week session with the intern working 6 hours a week for a 1-credit-hour internship, 10 hours a week for a 2-credit-hour internship, and 15 hours a week for a 3-credit-hour internship. 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: __________
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.

Mika Natif
Director of Undergraduate Studies
Corcoran School of the Arts & Design
George Washington University
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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

Mika Natif, Director of Undergraduate Studies
Corcoran School of the Arts & Design, George Washington University
Smith Hall of Art 101, 801 22nd Street, NW
Washington, DC 20052

mmn215@gwu.edu

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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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