

# INTERNSHIP FOR CREDIT GUIDELINES

## FIELD EXPERIENCE IN ART, ART HISTORY & GRAPHIC DESIGN

The department encourages:

-all Art History majors to complete  
AH399 Field Experience in Art History.

-all Studio Art majors to complete  
SA399 Field Experience in Studio Art.

-all Graphic Design majors to complete  
DES399 Internship in Design.

An internship not only provides a real  
life experience in the arts, but also  
provides useful contacts for employment  
possibilities and recommendations for  
graduate school.

Must intern  
150 hours

Need  
Instructor  
Permission

Must be  
Junior / Senior  
Standing

Plan one  
semester  
ahead

### AH399 Catalogue Description

Field Experience for Art History majors under faculty supervision. An academic project that incorporates student performance in an occupational setting. May not be repeated for creditor taken by students who have received credit for SA399.

*Prerequisite: Junior/Senior standing; 16 credits in Art History of which at least 8 must be at the 300-400 level and permission of instructor.*

### SA399 Catalogue Description

Field Experience for Studio Art majors under faculty supervision. An academic project that incorporates student performance in an occupational setting. May not be repeated for creditor taken by students who have received credit for AH399.

*Prerequisite: Junior/Senior standing; 16 credits in Studio Art of which at least 8 must be at the 300-400 level and permission of instructor.*

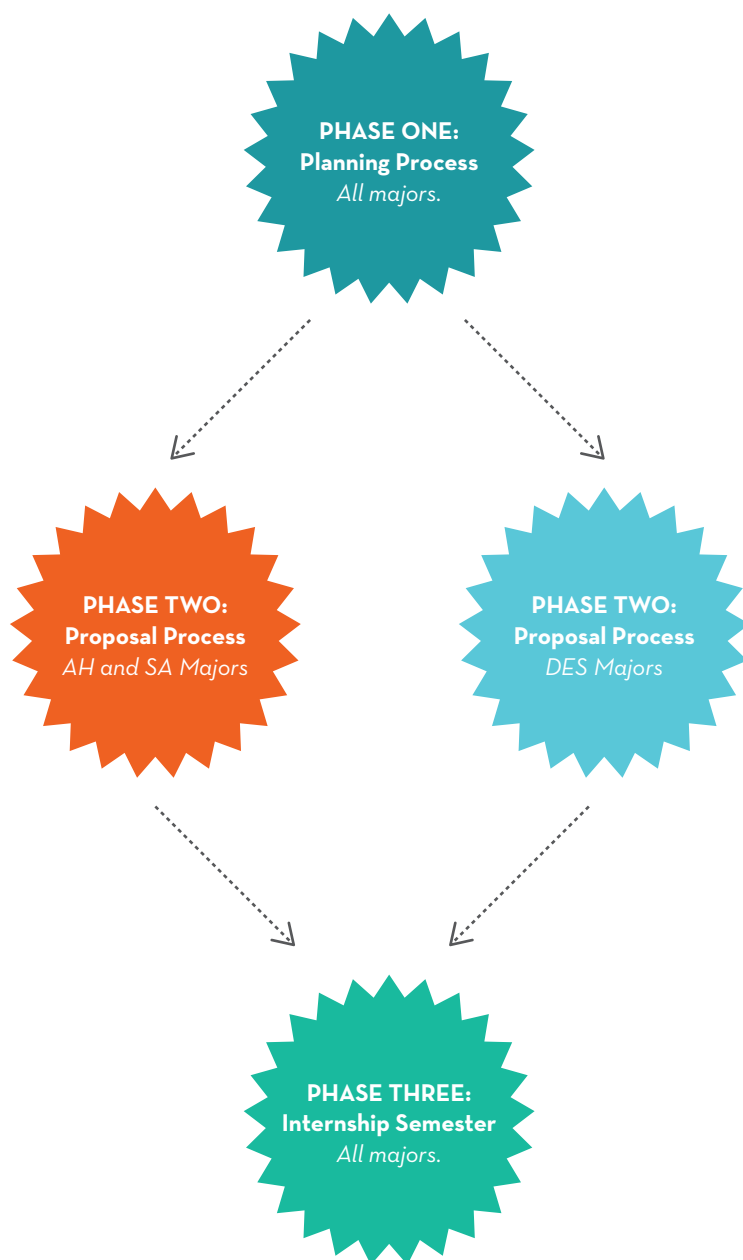
### DES399 Catalogue Description

Field Experience for Graphic Design majors under faculty supervision. An academic project that incorporates student performance in an occupational setting.

*Prerequisite: Junior/Senior standing; 16 credits in Graphic Design of which at least 8 must be at the 300-400 level and permission of instructor.*

## Internship for Credit Workflow

In order to ensure a fair and manageable system to deal with internships, the Art and Art History Department of Oakland University has set forth guidelines to serve as minimum requirements for a student to receive internship credit. All internships require a minimum of 150 hours of work.



## FIELD EXPERIENCE COURSE GUIDELINES (AH399, SA399, DES399)

The internship should be purposeful, provide opportunities for reflection, present a continual challenge to the student, and incorporate active learning with the student as an active participant.

The Art and Art History Department believes that internships offer the following opportunities for students:

1. To understand and implement the theories and practices related to the student's specialization in a practical work situation.
2. To test interest and aptitude in a particular career before permanent commitments are made.
3. To become familiar with an in-depth knowledge of the formal functioning activities of the participating sponsor organization or individual.
4. To have the opportunity to understand the informal organization interrelationships.
5. To become familiar with some of the methodologies, practices, structures and opportunities within Studio Art, Art History, and Graphic Design.
6. To grow individually, gain experience, acquire good work habits, display appropriate leadership skills and to develop employment records and references that will enhance employment opportunities.
7. To offer specialized learning experiences that could not be provided within the confines of a classroom.
8. To develop skills and techniques directly applicable to their career and to further learn how to assess, plan, organize, coordinate, implement, and evaluate.
9. To provide students with the opportunity to develop attitudes conducive to effective interpersonal relationships and networking.
10. To begin the transition from student to either graduate student or professional.

## PHASE ONE

# PLANNING PROCESS

ALL  
MAJORS

### Phase 1.1

Starting is the hardest part.



#### Contact Field Experience Advisor in your major program.

A student interested in taking a Field Experience course should meet with the Field Experience Advisor in their program of study at least ONE SEMESTER before the proposed internship to discuss current internship opportunities and/or a student-developed internship.

**Art History** - Professor Galina Tirnanic, [tirnanic@oakland.edu](mailto:tirnanic@oakland.edu)

**Studio Art** - Professor Sally Tardella, [tardella@oakland.edu](mailto:tardella@oakland.edu)

**Graphic Design** - Professor Meaghan Barry, [mcbarry@oakland.edu](mailto:mcbarry@oakland.edu)

### Phase 1.2

Keep going!



#### Find an internship or opportunity that qualifies for credit.

Looking for an internship? Contact Oakland University Career Services! They have current internship listings, will look over resumes, and offer mock interviews. Online job boards and contacting companies, galleries, artists, and others directly to inquire is also a strategy.

Pay attention to internship application guidelines and deadlines. Be sure to update your resume, cover letter, and portfolio as specified. Contact the Oakland University Writing Center to edit your documents if needed.

**OU Career Services** - [careers@oakland.edu](mailto:careers@oakland.edu)

**OU Writing Center** - [ouw@oakland.edu](mailto:ouw@oakland.edu)

### Phase 1.3

Move on to Phase Two.



#### Once acquired, propose a project.

**In order to qualify for credit, double check to be sure your internship:**

- has enough available working hours to fulfill the 150 hour requirement.
- has an employee at the internship that will oversee you and serve as your Internship Advisor.
- is within your field of study. You should be actively learning skills related to your program, not just delivering coffee.

If your internship meets these requirements, CONGRATS!

Move to next page, PHASE TWO: PROPOSAL PROCESS (pay attention to majors).

## PHASE TWO

# PROPOSAL PROCESS

*AH and SA  
MAJORS  
ONLY!*

### Phase 2.1

*You're doing great!*



#### **Meet with your proposed Internship Supervisor.**

The student must schedule a meeting with their proposed Internship Supervisor at their place of internship to discuss both student and institutional expectations. Students should discuss time commitment and remind the Internship Supervisor they will be required to fill out a Supervisor Evaluation during the active semester if the proposal is accepted.

### Phase 2.2

*You're getting closer...*



#### **Fill out Proposal Form (next page) and submit to Field Experience Advisor.**

The Proposal Form can be found on the next page of this document. This form should be prepared by student with help from their proposed Internship Supervisor to answer all questions completely. The form **MUST** be signed by the proposed Internship Supervisor. The finalized form should then be submitted via email to the student's Field Experience Advisor.

### Phase 2.3

*Move on to Phase Three.*



#### **Approval or denial by Field Experience Advisor in program of study.**

If accepted, the Field Experience Advisor will assist you in registering for AH399 or SA399 in the semester in which the internship occurs. Internships added online or over the phone for the start of the semester without approved proposals will not be valid.

If denied, the student can discuss next steps and possible resubmission with their Field Experience Advisor.



# PROPOSAL FORM

AH and SA  
MAJORS  
ONLY!

*Proposal form guidelines are found below. Remember, this should be a professional quality proposal document. Your finalized and signed document (by your Internship Supervisor) should be sent to your Field Experience Advisor BEFORE the semester of intended internship for credit via email. Be sure your proposal document contains all of these fields:*

**Internship Course Number: (e.g., SA399)**

**Name:**

**Address:**

**Phone:**

**E-mail:**

**Start Date of Internship:**

**End Date of Internship:**

**Name of Internship Supervisor:**

**Internship Supervisor Phone:**

**Internship Supervisor E-mail:**

**Name of Institution (Place of Internship):**

**Institution Address:**

**Internship Supervisor Signature:**

*Fill out following questions fully and in complete sentences.*

**Purpose of the Internship?**

**Objectives of the Internship?**

**Products of the Internship?**



# PROPOSAL PROCESS

DES  
MAJORS  
ONLY!

## Phase 2.1

Keep going!



### Meet with your proposed Internship Supervisor.

The student must schedule a meeting with their proposed Internship Supervisor at their place of internship to discuss both student and institutional expectations. Students should discuss time commitment and remind the Internship Supervisor they will be required to fill out a Supervisor Evaluation during the active semester if the proposal is accepted.

## Phase 2.2

You're getting closer...



### Fill out “New Experience” application on OU Career Services HANDSHAKE portal.

You will use Career Services HANDSHAKE portal to propose your experience here: <https://app.joinhandshake.com/experiences/new>

In the portal, you complete the “New Experience” application. In the beginning of the form, you will either select the employer you are working with (if they are already in the Career Services system), or you can add them manually. You will go through and fill in all the required information, and be sure to select Graphic Design, with the Field Experience Advisor attached to it (Meaghan Barry) in the required drop down menu. The form on HANDSHAKE will have the same questions as seen on the previous page of Phase 2 for Art History and Studio Art if you want to know what types of information you will fill out in the proposal. Submit the application when finished.

## Phase 2.3

Closer....



### Application routes to proposed Internship Supervisor for approval or denial.

HANDSHAKE will then forward your application to your proposed Internship Supervisor for approval or denial. If approved, the application will be forwarded to your Field Experience Advisor.

If denied, Handshake will notify you. Work directly with your proposed Internship Supervisor for next steps and possible resubmission.

## Phase 2.4

Move on to Phase Three.



### Application routes to Field Experience Advisor for approval or denial.

If accepted, the Field Experience Advisor will assist you in registering for DES399 in the semester in which the internship occurs. Internships added online or over the phone for the start of the semester without approved proposals will not be valid.

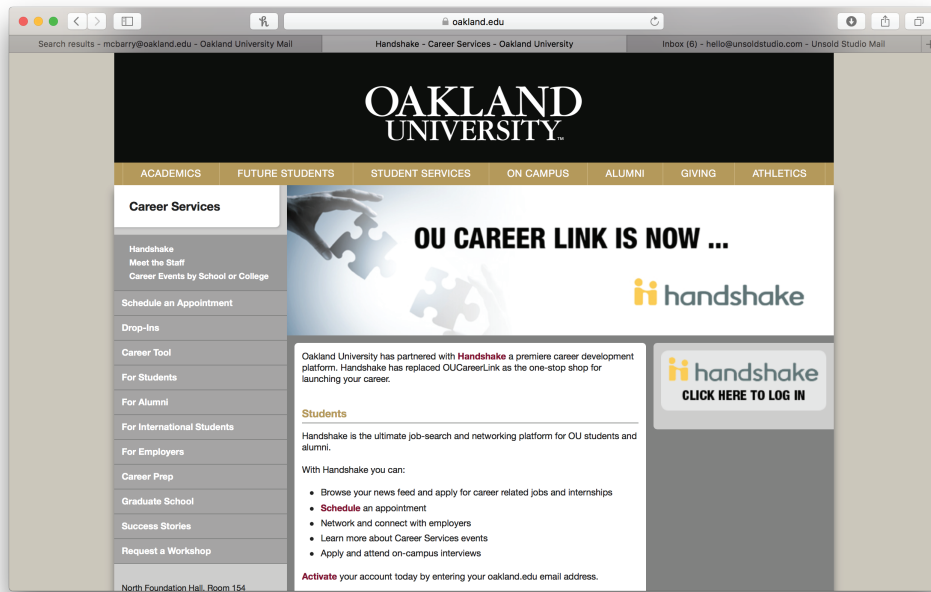
If denied, the student can discuss next steps and possible resubmission with their Field Experience Advisor.



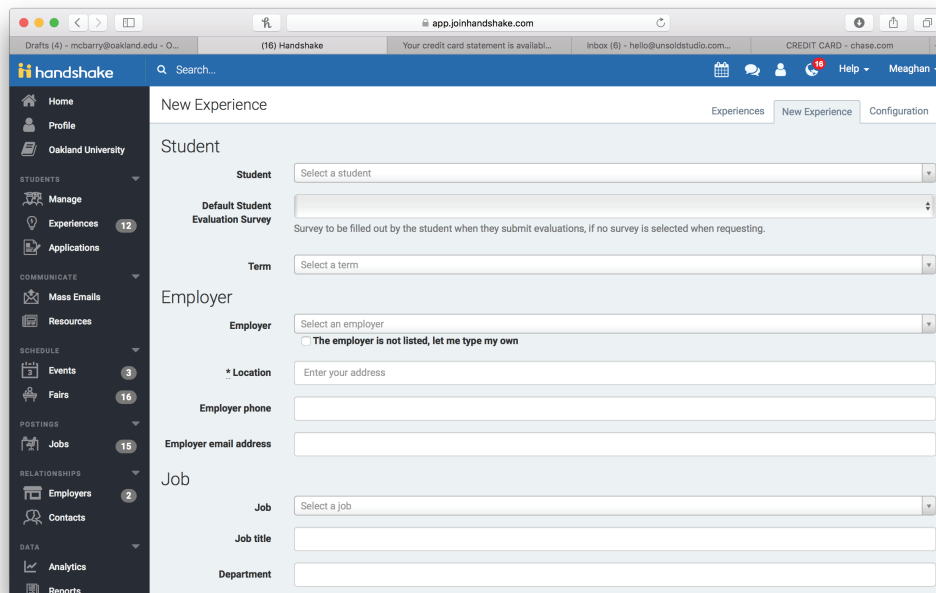
# HANDSHAKE PREVIEW

DES  
MAJORS  
ONLY!

Join HANDSHAKE for the first time here: <https://oakland.edu/careerservices/handshake>



## HANDSHAKE “New Experience” Application





# INTERNSHIP SEMESTER

ALL  
MAJORS

## 1. Register for the course.

The Field Experience Advisor will assist you in registering for AH399, SA399, or DES399 in the semester in which the internship occurs. The Advisor will give you the override, and you will register as you would for any other course at OU.

## 2. Keep an activity log.

Students are required to keep a detailed activity log of their time spent at their internship. This is a great way to “prove” your required 150 hours. This will be turned in with your Final Report at the end of the semester.

## 3. Update your Advisor.

Students need to keep their Field Experience Advisor updated on the progress of the internship. Students can email, phone, or schedule meetings with the Field Experience Advisor at anytime during the semester to discuss progress or any problems.

## 4. Internship Supervisor Evaluation

After the internship hours are complete the Internship Supervisor will fill out an evaluation form and send it directly to the AAH Field Experience Advisor.

## 5. Written Final Report

The student must submit a final written report the last week of the semester in which the internship is completed.

Guidelines for the Final Report can be obtained from their Field Experience Supervisor. NO FINAL REPORT & ACTIVITY JOURNAL = NO CREDIT!

## 6. Internship Extension

If an internship cannot be completed within one semester, this should be discussed with the Field Experience Supervisor BEFORE the end of the semester. “P” grades can be assigned for internships, which require more than one semester to complete.

## 7. Semester Grades

Semester grades are determined by several factors; Internship Supervisor Evaluations, Internship Proposal, Activity Log, Final Report and demonstration of personal growth. Failure to submit the expected materials by the end of the term in which you are enrolled may result in a failing grade. Student must have completed the required 150 hours in order to get any credit.

### *Percentage of Semester Grade*

50% *Internship Supervisor Evaluation*

40% *Proposal, Activity Log, Final Report*

10% *Personal Growth*

## AND FINALLY

Internships are about moving students toward the real world of work. Students are expected to meet all deadlines. All work should be the highest professional quality as not only do you represent yourself, but you also represent the Art and Art History Department, and Oakland University through your performance.