

# VCUarthistory

## Guidelines for Museum Internship Course (ARTH 493)

The Department of Art History offers Undergraduate students the opportunity to participate in internships at museums, art galleries, historical sites and other scholarly institutions earning the equivalent of 3 or 6 credits toward their academic degree program.

Internships provide students with work experience and help to clarify academic and vocational interests. As interns, students have an opportunity to see how things function in particular career fields are exposed to research, curatorial and exhibition practices, and the multifaceted concerns and distinctive needs and interests of art institutions and organizations. Students learn the range of marketable skills required, the importance of group work, and the value of clear writing and presentation techniques.

### Eligibility Requirements

The Art History Internship is only open to undergraduate Art History majors in good standing who have met the pre-requisite requirements (students must have completed ARTH 302 and ARTH 390, both with a grade of C or better prior to enrolling in an internship for credit).

### Approval Procedure

Approval is required by the Art History Department Chair and Administrative Director. The completed and signed Internship Application must be submitted at least three weeks prior to the beginning of classes.

### Course Requirements, and deadlines for ARTH 493

- A minimum of **144** hours of work is required with the host institution or organization for 3 credits, **288** hours for 6 credits.
- Documentation of the nature of the internship experience (a three-page description of projects undertaken, duties, responsibilities, expectations and actual outcome, learning curve from the experience), which can be in the form of a journal, or summary (double spaced, 12pt font). **Due the last day of classes prior to finals week.**  
**Email to Carly Phinizy, [porterce@vcu.edu](mailto:porterce@vcu.edu)**
- Completed mid-term evaluation (submitted by internship supervisor to Carly Phinizy). Department will contact supervisor directly.
- Completed final evaluation (submitted by internship supervisor to Carly Phinizy). Department will contact supervisor directly.

### Method of Evaluation

- 25% Hours and performance assessment from the Host Institute
- 25% Documentation - journal summary, 3 pages
- 25% Mid-term evaluation
- 25% Final evaluation

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## Museum Internship Application – Undergraduate Students

**Instructions:** Please complete this form in consultation with the person who has agreed to be your internship (supervisor/mentor). Bring the completed and signed form to Carly Phinizy for final department approval and to permit you to register for the course. If you would like to set up an appointment to discuss the internship in more detail please contact Carly Phinizy for an appointment (porterce@vcu.edu).

Student Name: _____	Student V# _____
Student Email: _____@vcu.edu	Phone _____
Circle appropriate credit hours: 3 credits (minimum of 144 hours per semester, 9 hours per week) 6 credits (minimum of 188 hours per semester, 18 hours per week)	
Circle Semester: Spring      Summer      Fall	Year _____
Select CRN/Section (see the online schedule of classes at vcu.edu/schedule) _____	

Name of host organization/institution: _____
Supervisor at host organization/institution: _____
Address of host organization/institution: _____
Supervisor email: _____
Supervisor telephone: _____
Signature of Supervisor: _____
<b>Note to supervisor:</b> The Department of Art History will contact you via email to complete a mid-term and final evaluation/ assessment of the student's commitment to his/her internship. Please expect to meet with the student following each evaluation to provide a formal evaluation to the student. Instructions will be provided by the Department of Art History following approval of the internship.

List previous art history courses completed and/or experience in museum work: _____ _____ _____ _____ _____
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Describe in detail the specific responsibilities, learning objectives and assignments or projects you will undertake as part of this internship. Include how your proposed activities, responsibilities and assignments will meet your learning objectives.

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List any special areas of interest or aptitude you might have that specifically applies to the internship you are applying for:

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I certify that I have completed the course prerequisites (ARTH 302 & ARTH 390 both with a grade of C or better) and understand what is required to fulfill the credits for this internship experience.

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Student Signature

**Department use only:**

**Department of Art History approvals:**

Administrative Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Midterm Evaluation received: \_\_\_\_\_ Date: \_\_\_\_\_

Final Evaluation received: \_\_\_\_\_ Date: \_\_\_\_\_

Final student paper received: \_\_\_\_\_ Date: \_\_\_\_\_