Outline for ARTH/ARHS Internships for Credit

Please submit a document addressing the following issues.

• Goal/Theme: What is the general focus of the internship and to what exhibitions or programming is it linked?

• Supervisor and Dates: Provide full contact information and dates of the internship.

• General Activities: List the types of activities that the student will be doing: object research, object mounting and installation, etc.

• Schedule: Make a schedule by week that includes the activities or tasks to be done; this may be the same for several consecutive weeks depending on the project. Indicate deadlines or benchmarks for completion of specific stages of the project.

• Academic elements: Describe the specific academic work to be undertaken, focusing on research and writing, and what final portfolio the student will be producing. This may include labels, proposals and written plans, publicity materials, presentations. In general, an internship for credit should include about 3,000 words of writing, but this can vary depending on the nature of writing. Smaller pieces that go through numerous revisions based on feedback and comments can carry more weight as an academic component.