

INTERNSHIP CHECK SHEET

School of Art Internship Coordinators
Christopher Cassidy, Director, cmcassid@uncg.edu
Jennifer Hutchens, Administrative Assistant, jlhutche@uncg.edu.

Congratulations in securing an internship for academic credit. Your internship should coincide with your major in the School of Art and will provide invaluable professional career training.

Please consider the following as you proceed to make the arrangements to set up your internship. Use the information below as a check list.

- I found an internship that is an extension of my major in the School of Art.
- I have interviewed with my prospective company, center, agency or department.
- The business title of my company, center, agency or department is: _____.
- The company, center or agency carries liability insurance that covers non-paid employees (only if internship is off campus): YES or NO?

If YES, an email should be sent from the company, with proof of insurance, to Christopher Cassidy at: cmcassid@uncg.edu

- The company's supervisor who will provide professional training is: _____.
- My supervisor in the School of Art who has agreed to work with me is: _____.
- I have enrolled in ART 393, ARH 401, or ARE 369.
- I will register for 1-3 credit hours or as follows:

Fall/Spring Semester
2-4 hours per week for one hour of academic credit.
5-8 hours per week for two hours of academic credit.
9 or more hours per week for three hours of academic credit.
Summer Semester
28-56 hours per semester for 1 hour of academic credit
57-112 hours per semester for 2 hours of academic credit
113 hour or more per semester for 3 hours of academic credit

- I have filled out the School of Art *Internship Project Form*.
- I have requested that my company fills out a UNCG *Instructional Agreement* and I have returned it to the art office with the necessary signatures. (only if internship is off campus)
- I have requested and received a letter from the company with the following information:
 - Description of internship
 - Name of supervisor and contact information
 - Liability insurance that covers non-paid interns
 - Staff interaction and available training
 - Number of meetings for intern with supervisor during the internship period
 - Length of the internship
 - Hours per week
 - Terms of the position, as a paid or unpaid position
 - Whether the supervisor is willing to write an evaluation of the intern upon completion of the internship