



Art Academy
of Cincinnati

Open Internship Experience
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Open Internship Experience Framework

Open internships are Pass/Fail and when successful, shall constitute a completion of an optional 3 credits of professional practice. The goal is to place students into opportunities that offer meaningful experiential-learning where current skills can be strengthened while new skills are obtained. Open internships are termed as such because students may explore fields outside their area of study in order to gain supplemental experience. Students are encouraged to seek out opportunities that will enhance their personal understanding of the type of work they may pursue. In order for a student to receive credit for their open internship, certain criteria must be met:

Before the Open Internship Experience

- Discussion of internship plans with the Director of Student Services.

During the Open Internship Experience

- Submission of the completed learning agreement.
- Director of Student Services will contact each site manager advocate for student if learning agreement is not being adhered to.
- Submission of 5 one-page journal reflections after every 24 hours of the internship experience.

After the Open Internship Experience

- Submission of student evaluation (completed by site supervisor).
- Submission of site evaluation (completed by the student).
- Submission of time-sheet indicating 120 hours of internship completion.
- Attendance to the exit interview with Director of Student Services (to be individually scheduled).

Open Internship Experience Requirements & Grading Policy

Grading is Pass/Fail. In order to pass the following requirements must be met:

Requirements:

- Minimum of 120 hours working under the direction of students' internship supervisor
- Learning Agreement shall be completed and submitted no later than the second week of the semester.
- Activity Log Time Sheet submitted to the Director of Student Services, reflecting 120 hours worked at internship site.
- Journal/ Blog reflection of experience to be submitted every 24 hours of internship completed.
- Evaluations (student and supervisor) turned in no later than one week after completion of 120 hours.
- Attendance exit interview once internship is completed.

Questions? Contact Galen Crawford, Director of Student Services

Phone: 513-562-6273

Email: g Crawford@artacademy.edu

Open Internship Experience Guidelines for Journal Reflections

Keeping a journal during your open internship provides the opportunity to reflect on your experiences and will be a valuable tool to conceptualize your experiential learning. *The journal is NOT a log of what you did each day.*

Each journal entry requires:

- At minimum, the equivalent of one full page written or typed, double-spaced, with your name, the date, and journal number (1, 2, 3, etc.) in the header.
- A description of the events that occurred during the 24 hours, including your work and progress on your goals in the Learning Agreement.
- A reflection of your thoughts and feelings about events that occurred during the week. Examples of some questions you may reflect upon are as follows:
 - What did I discover about myself? New interests? New dislikes?
 - Strengths or weaknesses?
 - How were my learning goals met or not met?
 - What influence will this experience have on my future academic experiences?
 - Did an experience cause me to think about workplace ethics?
 - Did the demands of professional employment cause me to think about time management, organization, leadership, etc.?
 - Is there something not mentioned here that I would like to express?

Your thoughtful answers to these questions should be written and are NOT to be listed as an answer to each question. If using the dedicated journal option, students are encouraged to use creative freedom in how the journal is formatted and presented. If using the blog option, students are encouraged to upload pictures and video along with their entries to supplement the readers understanding of their experience.

Grading Criteria

Your journal will be graded and is to be submitted to the Director of Student Services every 24 hours of the experience in order to check student progress. If the journal does not meet the above requirements, the student may be asked to re-submit for credit. Journals must follow the above guidelines and are required to receive a passing grade for the open internship.

Open Internship Experience
Learning Agreement

The learning agreement establishes guidelines and identifies the educational objectives for this experiential learning opportunity. Please be sure all information is complete and legible. **Note: No credit will be given for work completed prior to approval.**

Student Name: _____ Major: _____

Address: _____

Email: _____ Phone: _____

Name of Sponsoring Site: _____

Supervisor Name & Title: _____

Address: _____

Email: _____ Phone: _____

Start & End Dates (120 hours minimum): _____

Job Description - Describe the student's tasks and projects:

← Continued on reverse.

Educational Objectives – Please state at least three learning objectives (goals) the student and supervisor have developed for this internship. Goals should be **SMART**:

Specific, Measurable, Attainable, Relevant, Time-bound.

Examples:

- Illustrate mock-ups for the packaging of a game
- Write a proposal for community-based public art
- Shoot photographs for promotional materials
- Calibrate screen printing machinery to process a client's order
- Create a piece of art under a professional artist's direction

Educational Objectives:

1.

2.

3.

Student: I accept and agree to the job description and educational objectives identified in this learning agreement. I will complete all academic and work assignments promptly and to the best of my abilities. I agree to familiarize myself with and adhere to my sponsor's site arrangements, procedures and functions, and to uphold appropriate standards of professional and ethical conduct. I understand that failure to adhere to this agreement may result in early termination and a failing grade. This learning agreement must be fully developed, signed and submitted to the Director of Student Services during the **second week of the internship.**

Signature: _____ Date: _____

Supervisor: I have discussed this learning agreement with the student. I agree to provide the intern or apprentice with an orientation to site arrangements, procedures and functions. I agree to assign work to the student that supports the spirit and purpose of this learning agreement. I agree to meet with the student regularly and to make myself available for counsel and feedback. I agree to participate in a brief conference with the student and the Director of Student Services, and to evaluate the student and the program at the end of the internship. This learning agreement must be fully developed, signed and submitted to the Director of Student Services during the **second week of the internship.**

Signature: _____ Date: _____

Director of Student Services: I have reviewed this learning agreement. I am available to the student and the supervisor as needed to insure a substantive and effective learning experience. I will schedule a conference with the student and supervisor in person, by email or by telephone during the course of the internship.

Signature: _____ Date: _____

Telephone: 513-562-6273 Fax: 513-562-8778 Email: g Crawford@artacademy.edu

Open Internship Experience
Evaluation form to be completed by the Internship Supervisor

Student Name _____

Internship Site _____

Internship Semester _____

Faculty Internship Advisor _____

Supervisor _____

Please indicate by **4** (Excellent), **3** (Good), **2** (Fair), **1** (Poor) how the student performed in each area indicated below during the internship, which you directed. In addition, there is space on the opposite side for more extensive written evaluation.

AREA	MARK	COMMENTS
Demonstrated a strong understanding of their role as an intern.		
Proficiency in carrying out assignments and responsibilities.		
Responsible and reliable.		
Attendance and punctuality.		
Demonstrated initiative, commitment, and conscientious attitude in performing duties.		
Self-awareness of personal limitations.		
Ability to apply the creative process to their work.		
Quantity of work completed		
Quality of work completed.		
Overall performance.		

Please provide an objective evaluation of the student's performance and accomplishments during the internship. Include those elements and qualities you believe contributed to the student's performance level for this internship. Discuss both strengths and weaknesses of the student as you think relevant.

Please provide any additional comments, suggestions or improvements on the internship process.

Signature_____

Date_____

Open Internship Experience
Evaluation form to be completed by the Student

Student Name _____

Internship Site _____

Internship Semester _____

Faculty Internship Advisor _____

Supervisor _____

Please indicate by **4** (Excellent), **3** (Good), **2** (Fair), **1** (Poor) how the site performed in each area indicated below during the internship, in which you participated. In addition, there is space on the opposite side for more extensive written evaluation.

AREA	MARK	COMMENTS
Job expectations were made clear to you.		
You received guidance and direction.		
The internship experience adhered to the learning agreement.		
You were provided necessary resources to complete your job function.		
You received mentorship/professional development.		
The internship helped you grow as an artist or designer.		
Quality of Supervision you received by AAC internship advisor.		
Quantity of work you were to complete.		
Overall experience.		

Please provide your evaluation of the supervisor's performance and direction during the internship. Include particularly those elements in qualities that you believe contributed to your success. Discuss both strengths and weaknesses of the site as you think relevant.

Please provide any additional comments, suggestions or improvements on the internship process.

Signature _____

Date _____