

# Internship Experience Packet

*~ Once you have an internship and are enrolled in the course ~*

Art Academy of Cincinnati

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## Internship Requirements and Grading Policy

*Congratulation on landing an internship!*

This packet will provide an overview of everything you need to do to be successful in your internship. By now you have completed your pre-requisites along with the Pre-Internship Application Packet and have enrolled in the PC406 Internship class. You are ready to start your internship.

### **Internship Requirements**

To pass your internship (all internships are pass/fail) you will need to complete the following:

- **Keep a copy** of all Pre-Internship Application documents including the Learning Agreement
- **AAC Representative Contract**
- **5 Reflective Journal Entries** (or equivalent)
- **Meeting #2: Check In** – schedule and attend by midterms
- **120 signed internship contact hours** in the Activity Log Time Sheet
- **Meeting #3: Internship Wrap** – schedule and attend by the last day of class
- **Supervisor Evaluation Form**
- **Student Evaluation Form**
- **Submit** all of the above to the Internship Program Director
  - Submit in a single organized and legible document
  - Email submissions are acceptable
  - All documents should be clearly labeled with your FULL NAME and the document TITLE in a *single email or hard copy packet*

### **Grading Policy**

Satisfactory completion and submission of at least 80% of the above internship requirements will result in a grade of **PASS**. Failure to complete less than 80% any the internship requirements or failure to complete them in a satisfactory manner will result in a grade of **FAIL**. In the event that a student needs more time to complete all internship requirements, the student may apply for an extension. To apply for extension, see the Internship Program Director (Associate Director of Professional Development, Audrey Bertaux).

## Tips for Internship Success

The Golden Rule of Internships: **Be someone they want to work with again!**

**REAP** the rewards:

### 1. **Reliable**

- Be on time (hint: on time = 5 minutes early)
- Respond to emails and phone calls within 24 hours
- Meet deadlines set by your supervisor
- Communication is always key

### 2. **Eager to Learn**

- Show interest in what you are working on
- Be willing to volunteer for and take on new activities and projects
- Be a team player and willing collaborator
- Be happy to take constructive criticism and apply it! Remember, it is not personal!

### 3. **Appropriate**

- Understand the culture of your workplace. This means know what is appropriate to wear, say, and do. Ask questions if you are unsure.
- All communications should be professional. Emails should be grammatically correct and include proper address and signoff. An email is NOT a text!

### 4. **Personality**

- There is only one you! Be your best self.
- Make authentic (and appropriate) connections. You are building a network for your future. It may not always be clear how this can benefit you, but trust that it may!

## Orientation

### **Required Orientation**

All students enrolled in the PC406 Internship class must attend the short 15-minute Internship Orientation in the Office of Professional Development to be scheduled during the first week of class during the common hour. Students should check their email during the first week of class for more information. During this meeting students will sign the AAC Representative Contract (below) and review the guidelines and expectations of the internship experience. In the event a student cannot make the scheduled orientation, they will be expected to make up the meeting.

The date of my orientation is \_\_\_\_\_

Attended    Absent   Internship Program Director Initials \_\_\_\_\_

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### AAC Representative Contract

I, \_\_\_\_\_ agree to uphold the Golden Rule of Internships (to be someone my supervisors and co-workers would want to work with again) by being reliable, eager to learn, appropriate, and personable to the best of my ability. I understand that when I am at my internship, I represent the Art Academy of Cincinnati and all of its students, faculty, and staff. I understand that my actions directly influence both my own future and the opportunities available to Art Academy students that come after me. I agree to do my very best to exemplify the values and expectations laid out in the student handbook and in this packet. I agree to come to the Internship Program Director with any concerns I may have and to do my very best to find constructive solutions to any issues that arise during my internship.

Signed,

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Guidelines for Journal Reflections

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

### **Journals may take one of two forms:**

- **A dedicated journal (typed or hand-written neatly)** with at least 1 entry for every 24 internship hours. This would equal 5 total journal entries by the end of your internship

OR

- **A dedicated blog post with photo documentation** updated for every 24 internship hours. This would equal 5 comprehensive blog posts.

### **Each journal entry requires:**

- Your name, date, and journal/blog entry number (1-5) in the header.
- At minimum, the equivalent to one full page written or typed (double spaced).
- A description of the events that occurred during the 24 hours including your work and progress toward the educational goals laid out in the Learning Agreement.
- A reflection of your thoughts and feelings about the events over the 24 internship hours. For example, consider writing thoughtful reflections on the following:
  - What did I discover about myself? New interests? New dislikes?
  - Strengths or weaknesses?
  - How were my learning goals met?
  - What influence will this experience have on my future?
  - How has this caused me to think about workplace ethics?
  - How has this caused me to consider time management, leadership etc.
  - What else would I like to express?
- Creative freedom is encouraged. Drawings/collage etcetera in journal form and photo and video in blog form are all fantastic options!

**All journals must be submitted with the rest of the internship requirements by the last day of the semester to the Internship Program Director.**



Meeting #2: Check-In

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Year: \_\_\_\_\_

Number of Internship Hours Completed: \_\_\_\_\_

Questions/Comments I have:

Notes:

Internship Program Director Initials: \_\_\_\_\_

Meeting #3: Internship Wrap

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Year: \_\_\_\_\_

Hours Complete? (*circle*) YES NO

Internship Experience Packet Submitted in Full? (*circle*) YES NO

Extension Requested (*circle*) YES NO

Questions/Comments I have:

Notes:

Internship Program Director Initials: \_\_\_\_\_

*\*\*All meeting may be conducted virtually*

## Supervisor: Evaluation Form

(To be completed by the Supervisor)

**Student Name** \_\_\_\_\_

**Internship Semester** \_\_\_\_\_ **Site** \_\_\_\_\_

**Supervisor Name** \_\_\_\_\_

Please indicate by **4** (Excellent), **3** (Good), **2** (Fair), **1** (Poor) how the student performed in each area indicated below during the internship.

AREA	MARK	COMMENTS
Demonstrated strong understanding of their role		
Proficiency in carrying out assignments		
Responsible and reliable		
Attendance and punctuality		
Eager to learn, take initiative, and collaborate		
Ability to adapt to work culture and act appropriately		
Ability to apply creative process to their work		
Quantity of work completed		
Quality of work completed		
Overall performance		

Please use the space on the following page for a more extensive written evaluation.



Written Evaluation (Supervisor):

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, ideas, or improvements on the overall internship process:

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Student: Evaluation Form

(To be completed by the Student)

**Student Name** \_\_\_\_\_

**Internship Semester** \_\_\_\_\_ **Site** \_\_\_\_\_

**Supervisor Name** \_\_\_\_\_

Please indicate by **4** (Excellent), **3** (Good), **2** (Fair), **1** (Poor) how the site performed in each area indicated below during the internship.

AREA	MARK	COMMENTS
Job expectations were made clear to you		
Received guidance and direction		
Experience adhered to the learning agreement		
You were provided necessary resources		
You received mentorship/professional development		
The internship helped you grow as an artist		
Quality of supervision by AAC Internship Director		
Ability to adapt to the work culture of the site		
Quantity of work you were to complete		
Overall experience		

Please use the space on the following page for a more extensive written evaluation.

Written Evaluation (Student):

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

Please provide any additional comments, suggestions, ideas, or improvements on the overall internship process:

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Internship Experience Checklist

**You must complete the following to complete your internship:**

- Keep a copy of your Pre-Internship Application Packet including a copy of the Learning Agreement
- Internship Orientation (initialed)
- AAC Representative Contract Signed and **Submitted** (Keep a copy for records)
- Meeting #2: Check In (initialed)
- 5 Journals/Blog Entries Completed and **Submitted**
- 120 Internship Contact Hours Logged, Signed and **Submitted**
- Meeting #3: Internship Wrap (initialed)
- Supervisor's Evaluation Form Completed and **Submitted**
- Student's Evaluation Form Completed and **Submitted**
- All paperwork to be submitted should be sent to Internship Program Director (Associate Director of Professional Development, Audrey Bertaux) according to the guidelines and format laid out in the beginning of this packet. **REVIEW** before sending.

## Extensions

If you are unable to complete your internship hours and requirements by the deadline outlined in your Learning Agreement, please contact Internship Program Director (Associate Director of Professional Development, Audrey Bertaux) for the appropriate paperwork.

This must also be arranged, discussed, and approved with the site supervisor.

## Summer Deadlines

Students engaged in summer internships should work with the Internship Program Director to set deadlines such as the Meeting #2 Check In. Students in summer internships should expect to enroll in the Internship Course (PC406) for the Fall immediately following their internship unless otherwise specified with their advisor and the Internship Program Coordinator.

## Questions?

### **Contact:**

Audrey Bertaux

Associate Director of Professional Development

*Internship Program Director, Professor of Going Big: Professionalism Workshop*

Office of Professional Development, Room 111

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