

# Pre-Internship Application Packet

*~ Before you enroll ~*

Art Academy of Cincinnati

## TABLE OF CONTENTS

---

All About Internships.....	2
Pre-Requisites and Application Overview.....	3
Meeting #1: Guidelines and Expectations.....	4
Goal Statement.....	4
Action Plan.....	5
Helpful Resources.....	6
Resume Template.....	7
Cover Letter Template.....	8
Portfolio Tips.....	9
Interview Tips.....	11
Learning Agreement.....	12
Internship Application Checklist.....	13
Contact.....	14

## All About Internships

### **The Basics:**

- All internships are Pass/Fail
- Completion of one successful internship = 3 credits
- Students may enroll in up to two internships for course credit while at the AAC (3 credits each = 6 credits)
- In order to enroll in an internship (listed in the course catalogue as PC406), students *must meet the prerequisites and complete all Pre-Internship Application requirements* listed in this packet

### **What is an internship?**

An internship is a professional **learning experience** that offers meaningful work related to a student's field of study or career interest. An internship gives a student the opportunity for **career exploration and development**, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

### **How can an internship benefit me?**

An internship may help you gain real-world experience, build your professional network, increase your opportunities after graduation, and build confidence.

### **Will I get paid?**

That depends on your internship. Some internships are paid, and others are for course credit only. Both can offer valuable experience (consider that the National Association of Colleges and Employers found that participating in multiple internships helped graduates secure employment, regardless of whether the experience was paid).

### **How do I get an internship?**

Securing an internship can be hard work, and it is an honor to receive one! It is a lot like applying for a job. It involves research, preparation, dedication, an application and interview process, commitment and the ability to follow through. While the AAC cannot guarantee students placement in an internship (that is up to the employer), we are here to help you every step of the way. This packet will guide you through the pre-internship application process and remember, the Office of Professional Development is always there to help you.

## Pre-Requisites and Application Overview

**Pre-Requisites** (AKA what you need to do/have before applying)

- **Good overall academic and disciplinary standing** with the Art Academy.
- **2.75 GPA** or above
- **Junior Status** or approval of the student's faculty advisor and Associate Director of Professional Development.
- **PC201 Going Big: Professionalism Workshop** (typically taken during spring semester of student's Sophomore year.

\*\*Exception for one more pre-requisites may be granted at the discretion of the Office of Professional Development. Additional documents may be required.

### **Pre-Internship Application Overview**

The Pre-Internship Application Packet walks you through everything you need to do to prepare for, apply, and hopefully secure an internship. You must complete the tasks in the Pre-Internship Application Packet *before* enrolling in Internship Course (PC406).

Completing this packet includes:

- **Your first meeting** with Associate Director of Professional Development and Internship Course Faculty, Audrey Bertaux to review the process and determine your goals. All meetings may be conducted virtually.
- **A written goal statement and plan of action** for securing an internship
- **Researching and locating internship opportunities** (using resources provided)
- **Creating a Resume, Cover Letter, and Portfolio** (using provided templates/tips)
- **Preparing for and completing an interview** with the supervisor for your potential internship position (use the tips in the packet)
- **Completing the "Learning Agreement"** with your supervisor once you accept a position. This functions as a contract for your internship experience.

\*\*Use the Internship Application Checklist at the end of this packet to help you keep track of the process!

## Meeting #1: Guidelines and Expectations

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

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

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

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

Pre-Requisites Complete? (circle) YES NO

Questions I have:

Notes:

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

### Goal Statement

*Write a short statement (just a few sentences) about why you are pursuing an internship and what you hope to get out of it. Be as specific as you can be. Consider new skills you would like to develop or people you would like to meet. Consider what kind of work you think you might like to do!*

**My Goal Statement:**

## Action Plan

**Where will you go to find an internship? Check and answer all that apply.**

Y Online Postings/Internship Search (resources included on page 6):

Y Talk with a Professor/Colleague/Contact:

Y Visit the opportunities/internship/jobs page of organizations/artists I am interested in:

Y Contact specific organizations/artists I am interested in:

Y Follow up on a specific opportunity recommended by the Office of Professional Development, in the ArtBeat Newsletter, or on the OPD Opportunities Board:

**Set a deadline to research and find 1 or more opportunities for which you will apply:**

Research Deadline: \_\_\_\_\_

**Set a deadline to complete each application:**

Application Deadline #1: *(required)* \_\_\_\_\_

Application Deadline #2: *(optional)* \_\_\_\_\_

Application Deadline #3: *(optional)* \_\_\_\_\_

*\*\*Remember to send a follow up note after submitting your application!*

## Helpful Resources

*Finding and applying for an internship can be tough! We have compiled a list of resource we think may be helpful when searching online in particular.*

**Be sure to consider your location, transportation method, schedule, and timing.**

### **Local (Cincinnati Area)**

ArtsWave (<https://www.artswave.org/discover/jobs>) \*subscribe to the newsletter\*

ArtWorks (<https://www.artworkscincinnati.org/get-involved/youth-apprentices/>)

Cincinnati Art Museum (<https://www.cincinnatiartmuseum.org/about/work-here/>)

Cincinnati Museum Center (<https://www.cincymuseum.org/internship-opportunities/>)

City Beat (<https://www.citybeat.com/work-here>)

Contemporary Art Center (<https://www.contemporaryartscenter.org/support-us/internships>)

Curiosity 360 Design (<https://internship.curiosity360.com/>)

Manifest Gallery (<http://www.manifestgallery.org/about/internships.html>)

*Consider the following organizations, many of which have had previous AAC interns:*

West End Gallery, Weston Gallery, Wave Pool Gallery, Agar, BLDG, P&G, Fotofocus, Lindsey Whittle, Visionaries and Voices, DIY Printing, Inhaler Radio, Ron Hamilton Photography, Push Pull Studios, Peaslee Community Center

### **Nation-Wide and Beyond**

ArtBound Initiative (<https://www.artboundinitiative.com/>)

*Custom international arts internship placement. This program is very cool, but it does cost money. Think of it as a type of study abroad. Scholarships available.*

Chegg (<https://www.internships.com/>)

College Art Association of America (<https://www.collegeart.org/jobs-and-opportunities>)

New York Foundation for the Arts (<https://www.nyfa.org/jobs>)

Alliance of Artist Communities (<https://www.artistcommunities.org/jobs>)

Behance Joblist (<https://www.behance.net/joblist>) \*sort by internship\*

LinkedIn Jobs (<https://www.linkedin.com/jobs/>) \*sort by internship\*

# Resume Template

*Below is a very basic example you should feel free to use as a template to fill in your own experience. Your resume should be one-page and free of any grammar or formatting errors.*

---

## **JOHN DOE**

Street Address | Phone Number | Email Address | Website

### **EDUCATION**

*Art Academy of Cincinnati, Cincinnati, OH*

Bachelor of Fine Arts, Design Major

Expected Graduation May 2021

### **SKILLS/PROFICIENCIES**

- Adobe Creative Cloud
- Microsoft Office 365
- Skilled Editor
- Confident Leader
- Excellent Communicator
- Team Player

### **PROFESSIONAL EXPERIENCE**

*AAC Ambassador, Art Academy of Cincinnati*

September 2020 – Present

- Concise and specific description of accomplishments

*Server, Chewy's*

May 2019 – September 2020

- Concise and specific description of accomplishments

### **RELEVANT COURSEWORK** *(only when applying for an internship)*

*Going Big: Professionalism Workshop*

Spring 2019

- Concise description of skills learned applicable to the internship opportunity

### **VOLUNTEER & LEADERSHIP EXPERIENCE**

*Volunteer, Keep Cincinnati Beautiful*

Summers, 2017 – 2019

### **ACTIVITIES & AWARDS**

*Eagle Scout, Scouts of America*

2010 – 2016

## Cover Letter Template

*A cover letter is your chance to pitch why you are the perfect person for that internship! It generally follows the format below. DO NOT copy and paste this letter. Write your own.*

---

Your Name

Address

Phone

Email

Contact or Supervisor Name

Title

Address

Dear [Contact or Supervisor Name],

In the first paragraph, name the internship position you are applying for (many companies have more than one) and where you heard about it. Introduce yourself in one-two engaging sentences. Think of this as the “thesis statement” for who you are and why you are the perfect candidate.

In the second paragraph, you will demonstrate, with specific examples, how you have demonstrated the qualities the organization is looking for through past experience. This is *not* a place to re-hash your resume. Get specific and use your best examples here. It often helps to decide on 3 skills/qualities and highlight each one with an example.

The third paragraph is your closing paragraph. This is a chance to show you did your research. Show an awareness of who they are and what their mission is. Let them know why it is engaging to you. Thank them, re-state your interest, and sign off.

Sincerely,

Your Name



## Portfolio Tips

*Your portfolio showcases your best work, functions as a record of your skills and experience, and can include any combination of traditional or digital projects.*

### **Choosing your work:**

Be sure to include examples of work that is pertinent to the themes of the internship, but you may also include a few examples of other personal projects to show variety.

### **Photographing physical artwork:**

#### Staging

- Stage your artwork on a clean, white (or neutral) backdrop
- Remove any distractions from around it.

#### Lighting

- Light your artwork with bright, indirect light.
- Choose light sources that are closest to the color temperature of natural daylight and use diffusers to soften the light so that it doesn't produce a glare or hot spot in the image.
- Multiple light sources are best to avoid images that are too dark or have problems with high contrast. For 2D work especially, position lights equidistant from the work, pointing in at 45-degree angles from the right and left of the camera position. This will help achieve a smoother lighting overall.

#### Camera placement

- Place your camera on a tripod
- Use the shutter timer (or a cable release) to avoid shaking the camera while shooting, as this will result in blurry photos.
- Position the camera so that it is level and pointing straight at the center of the artwork to avoid distorting or "keystoning" of the artwork in the final image.

#### Taking the photos

- Take your photos at the highest possible camera resolution.
- Take extra shots of each work so that you can sort them when afterward and choose the best ones.
- For larger or more complex artworks (or simply to offer additional views), include one or two detail closeup shots, in addition to the overall image.

## Portfolio Tips (continued)

### **Photographing physical artwork (continued):**

#### Processing the photos

- When processing your photos, adjust brightness and contrast digitally if necessary
- Crop the image appropriately to remove any distractions or unnecessary margin around the artwork.

### **Presenting your portfolio:**

#### Format

- Depending on the internship you are applying for, you may need to present images of your work digitally or as prints, so it's a good idea to have both options prepared.
- Regardless of the format, you should organize your images in a clean and logical way.

#### Display

- Prints should be displayed neatly in clear sleeves in a binder.
- Digital images can be organized into a folder
- An online gallery of the digital images is also a great way to send someone a quick link to your work—just remember to format the gallery in a way that is clean, simple, and inviting.
- Overall, try to make it easy for anyone to flip through your images.
- Whether you are including photographs or digitally created artworks, do not present images that are pixelated, blurry, or poorly cropped. Remember the goal is to present your work in the most flattering light.
- Include a simple label for each work that identifies important info about it, such as title, medium, date, etc.

#### Sharing digitally

- When sending links or digital files, be sure to double check that the links open properly and that any files are properly and clearly labeled
- Include a professional note when sending your portfolio and any other requested materials, complete with proper salutation

## Interview Tips

*Interviews can seem daunting, but remember, the person on the other side of the table wants you to succeed! Think of it as a conversation and a chance to make an authentic connection.*

1. Be on time! That means at least five minutes *early*!
2. Research the place and/or person for which you are interviewing and take notes.
3. Write down a few things about yourself that you *know* you would like to say ahead of time. This is your time, so you deserve to prepare what you want to say in addition to what you are asked.
4. Prepare at least 3 informed and intelligent questions (these are things that you could not just find on their website!)
5. Practice answering common interview questions like “What can you tell us about yourself?” and “Can you tell me about a time when you faced a challenge?”
6. Even if it is a video interview, make sure you are wearing something clean and professional that you feel confident in.
7. Bring a copy of your resume and a pen and paper to take notes.
8. Take a few deep breaths to relax.
9. Smile when you introduce yourself.
10. Interviews are all about making an authentic connection with your Interviewer so be authentic and be yourself! Show that you are excited to be there.
11. Be aware of the length of your answers. You should answer each question fully and with a specific example if possible. You don’t want to give one-word answers, but you also don’t want to ramble. Practicing this helps!
12. Thank the interviewer for their time at the end.
13. Follow up within 48 hours.
14. Take your time and remember – the interviewer is on your side!

*\*\*Schedule a mock interview with the Office of Professional Development to practice!*



**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 packaging of a game*
- *Shoot photographs for promo materials*
- *Write a proposal for community based public art*
- *Create a piece of art under direction*

Educational Objectives:

- 1.
- 2.
- 3.
- (4.)

**This learning agreement must be fully developed, signed, and submitted to the Internship Program Director (below) before enrollment in the Internship Course.**

**Student:** *I accept and agree to the job description and educational objectives and all other details of this learning agreement. I will complete all academic and work assignments promptly to the best of my abilities. I agree to familiarize 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.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:** *I have discussed this learning agreement with the student. I agree to provide the intern 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 agreement. I agree to meet with the student regularly and make myself available for counsel and feedback. I agree to evaluate the student upon program completion.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Internship Program Director:** *I have reviewed this learning agreement and am available as needed to ensure an effective internship experience for both parties. I will schedule a midterm conference with the student to assess their progress.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Audrey Bertaux | Email: [audrey.bertaux@artacademy.edu](mailto:audrey.bertaux@artacademy.edu) | Phone: 513-562-6294**

## Internship Application Checklist

**You must complete all of the following to enroll in the PC406 Internship class\*:**

- Y Pre-Requisite: Good academic and disciplinary standing
- Y Pre-Requisite: 2.75 GPA or above
- Y Pre-Requisite: Professionalism Workshop (PC201)
  
- Y Meeting #1: Guidelines and Expectations (initialed)
- Y Goal Statement
- Y Action Plan
- Y Resume
- Y Cover Letter
- Y Portfolio
- Y Interview
- Y Learning Agreement Completed and **Submitted to Internship Program Director**
- Y Enroll in PC406 Internship Course (Registrar's Office)

\*If a student has obtained an internship on their own prior to meeting with the Office of Professional Development, the Internship Program Director may elect to waive elements of the Pre-Internship Packet at their discretion.

## Questions?

**Contact:**

Audrey Bertaux

Associate Director of Professional Development

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

Office of Professional Development, Room 111

audrey.bertaux@artacademy.edu