This contract is an agreement between the Internship Sponsor and the student. Please fully describe the internship and its responsibilities.

The student will attend one initial meeting with the instructor and write a 3-page paper describing what he/she learned, due on ______________. The Internship Sponsor will write an evaluation of the student’s fulfillment of his/her contract due ______________. A minimum of 10 hours per week, or 150 total hours, is required. The student may not drop a class without 10 days prior notice to the Internship Sponsor and Instructor.

Penelope Jones, Internship Instructor, is available for additional consultation as needed.

The Intern will work ________________________________ (Days/Times).

The Intern’s responsibilities will include:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student’s Signature __________________________________________________________
Instructor’s Signature __________________________________________________________

Sponsor’s Signature __________________________________________________________

D-CLEARANCE INFORMATION:
STUDENT ID #: ____________________________ FA 419 5-DIGIT #: ____________________________
Information for FA 419: Professional Internship in the Arts

FA 419: Professional Internship in the Arts is a valuable resource for students interested in exploring art-related career options. It is an opportunity to use the skills you have learned, and to gain professional-type experience in various art-related fields. It requires self-discipline, self-motivation, and a firm basis of knowledge.

What are the requirements?

1. Sophomore, Junior, or Senior standing.
2. You must work at least 150 hours at the internship site for 2 units of credit over the fall, spring, or summer semester.
3. You must be doing something art-related.
4. You must work under a supervisor, someone whom you can learn from (working independently/freelance does not count).
5. No more than 30% clerical/menial tasks, such as answering phones, filing, making copies, etc.
6. Have your sponsor/supervisor fill out an internship contract (see reverse).
7. You DO need register for units AND pay tuition for these units, if you want/need credit toward your degree requirements.
8. At the end of your internship, you need to write a 3-page reflection paper describing what you have learned. This is generally due during the last week of classes during the term in which you register.
9. Your grade will be based 50% on an evaluation form, which your sponsor/supervisor will fill out at the end of your internship, and 50% on the paper you write (See #8 above).

If you have met all the above requirements, check with Penelope Jones for approval.

Fill out the Internship contract with your sponsor/supervisor (See Reverse).

Once the contract has been completely filled out and signed, please submit the form to Penelope Jones in WAH 104 for approval and clearance to register. Please call 213-740-9153 or email penelope@usc.edu if you have any questions.

Important information about FA 419 Professional Internship in the Arts:

- One registration per term, for 2 units credit each time.
- Only 4 units maximum of FA 419 credit may be applied towards a USC degree. No exceptions.

Once the contract has been completely filled out and signed, please submit the form to Penelope Jones in WAH 104.