

USC Roski School of Fine Arts

Information on Taking FA 419 Internship in the Arts

FA 419 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 for doing an Internship in the Arts?

- ❶ Sophomore, Junior, or Senior standing.
- ❷ You must work at least 150 hours at the internship site for 2 units of credit, over the course of one summer or one semester.
- ❸ You must be doing something art-related.
- ❹ You must work under a supervisor, someone whom you can learn from (working independently/freelance doesn't count).
- ❺ No more than 30% clerical/menial tasks, such as answering phones, filing, making copies, etc.
- ❻ Have your sponsor fill out an internship contract (*see reverse*).
- ❼ You DO need to register for units AND pay tuition for these units, if you want/need credit toward your degree requirements.
- ❽ At the end of your internship, you need to write a 3-page paper describing what you have learned. This is generally due during the last week of classes during the term in which you register.
- ❾ Your grade will be based 50% on an evaluation form, which your sponsor 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 for approval.

Fill out the Internship contract with your sponsor. (*see reverse*)

Once the contract is filled out and signed, you may bring it to Penelope Jones in WAH 104 for approval and clearance to register. Please call 213-740-9153 if you have any questions.

Important information about FA 419 Internship in the Arts:

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

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

Semester/Year: _____

**University of Southern California
Roski School of Fine Arts
Watt Hall 104
Los Angeles, CA 90089-0292
Fax: 213-740-8938**

STUDENT'S NAME _____ PHONE _____
EMAIL _____

INTERNSHIP LOCATION _____

INTERNSHIP SPONSOR _____ PHONE _____
FAX _____

SPONSOR'S TITLE _____

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. Student may not drop a class without ten (10) days prior notice to Internship Sponsor and Instructor.

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

Intern will work _____(days/times).

Intern's responsibilities include _____

Student's Signature

Instructor's Signature

Sponsor's Signature

Student Affairs Assistant

D-CLEARANCE INFORMATION	
Student ID _____	FA 419 5-DIGIT # _____