

Information for ART/DES 419: Professional Internship in the Arts

ART/DES 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. Internships can be paid or unpaid; both are acceptable for credit.

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 some art-related or design-related.
4. You must work under a supervisor, someone from whom you can learn (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 with you and sign at the bottom.
7. You DO need to register for units AND pay tuition for these units, if you want/need credit towards 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*).
10. **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 is filled out and signed, you may bring it to Penelope Jones in HSH 101 for approval and clearance to register. **Please call 213-740-9153 or email penelope@usc.edu if you have any questions.**

Important information about ART/DES 419 Professional Internship in the Arts:

- One registration per term, for 2 units credit each time.
- Only 4 units maximum of ART/DES 419 credit may be applied towards a USC degree. No exceptions.
- Both PAID and UNPAID internships can be taken for academic credit.

USC's Commitment to a Safe, Harassment-Free Environment

The University of Southern California expects all members of the university community – students, faculty, staff, employers, mentors, and visitors – to pursue their work and education in a safe environment, free from harassment based on protected characteristics, sexual misconduct, and interpersonal violence. Thus, it is imperative that all individuals comply with USC's expectation that any environment where our students engage remain focused on respect and provide a space that is free of discrimination and sexual harassment. If you experience, see, or hear of behavior that violates this expectation, visit <https://policy.usc.edu/student-misconduct/> or contact the USC Title IX Coordinator at (213) 740-5086 or titleix@usc.edu.

INTERNSHIP CONTRACT for ART/DES 419

Once the contract is completely filled out and signed, please submit the form to Penelope Jones in HSH 101 or email it to penelope@usc.edu.

STUDENT'S NAME _____ SEMESTER/YR _____

USC ID _____ EMAIL _____

INTERNSHIP /COMPANY NAME _____

INTERNSHIP LOCATION _____

INTERNSHIP SUPERVISOR _____

PHONE _____ EMAIL _____

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 internship paper due on _____. The Internship Sponsor will write an evaluation of the student's fulfillment of his/her contract, due on or about the same time. 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 Coordinator, is available for additional consultation as needed.

Intern will work _____ (days/times).

Start Date _____ End Date _____

Intern's responsibilities include the following:

Student's Signature

Supervisor's Signature

D-CLEARANCE INFORMATION

Student ID _____ ART/DES 419 5-DIGIT # _____