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 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 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 is completely filled out and signed, please submit the form to Penelope Jones in HSH 101.
INTERNERSHIP CONTRACT for FA-419 (2) 33291 (summer) or 33290 (fall/spring)

STUDENT'S NAME ____________________________  SEMESTER/YR________

USC ID____________________________________  EMAIL____________________

INTERNERSHIP/COMPANY NAME_________________________________________

INTERNERSHIP LOCATION________________________________________________

INTERNERSHIP 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. Please call 213-740-9153 or email penelope@usc.edu if you have any questions.

Intern will work __________________________ (days/times).

Start Date ____________________________  End Date __________________________

Intern’s responsibilities include:

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Student’s Signature ____________________  Supervisor’s Signature ___________

D-CLEARANCE INFORMATION

Student ID ____________________________  FA 419 5-DIGIT #