

DEPARTMENT OF ART ART HISTORY & ART CONSERVATION

Fall, Winter, or Summer Term
ARTH 395/3.0
Internship

CALENDAR DESCRIPTION:

Students in Art History and Fine Art can apply to take a practical internship in a museum or gallery, where they would undertake research or curatorial activities. All internships must be approved in advance by written application to the Undergraduate Coordinator. Approval will depend on the quality of the proposal and the academic record of the applicant. Students are required to write a report about their experience and are evaluated jointly by the employer and a faculty member from the Department of Art. It is the responsibility of students to arrange internships.

Prerequisites: Students must have a GPA of 3.7 or above in ARTH courses, Level 3 standing or above, and registration in an ARTH or ARTF Major or Medial Plan.

COURSE DESCRIPTION:

This course is for students in Art History and Fine Art interested in a practical internship in a museum, gallery, or archive (or similar institution servicing the visual, material, and media arts). The 12-week course may be taken in the Fall, Winter, or Summer terms, and may be taken in a locale other than Kingston. For purposes of the 3.0-unit course requirement, a student is expected to work for 6 hours per week for 12 weeks (or the equivalent). Historically these internships have proven very useful for our students' career development, and they allow the Department to partner with exemplary art institutions.

COURSE COLLABORATION:

ARTH 395 involves the collaboration of a number of people: the student, an **Internship Administrator** at the host institution, an art history faculty member serving as the **Academic Advisor**, and the **Art History Undergraduate Chair**.

The role of the **Internship Administrator** is to instruct and supervise the student during the internship. The Internship Administrator also provides a recommended letter grade to the Academic Advisor at the end of the 12-week period. The role of the **Academic Advisor** is to review the recommended grade and the student's report (see below) and to submit the student's final grade. The Academic Advisor may also assist the student in the placement of the internship. The **Art History Undergraduate Chair** approves the student's prerequisites and should be contacted if there are any questions regarding the internship procedures.

COURSE PROCEDURE:

It is the student's responsibility to find a suitable internship as well as an art history faculty member willing to serve as their academic advisor. While negotiating the internship, the student should also notify the Undergraduate Chair of their wish to enrol in ARTH 395 so that the Chair may confirm the student's eligibility.

Once an Internship Administrator and Academic Advisor have been chosen, the student should, with their guidance, write an **Internship Description**. This description will outline the types of tasks that will be performed and explain how these tasks may enhance the student's knowledge and experience. Remember, the internship must involve work equivalent in academic level to that produced in a 300-level course. Although some more practical experiences might be part of the internship, the emphasis must be on tasks like curating, research, and writing.

If the Internship Administrator and Academic Advisor approve of the Internship Description and agree to participate in the course, their names should be added to the ARTH 395 Application Form by the student (available on the Art Department website), who then submits the form to the Undergraduate Chair for final approval. Once the Chair's signature is obtained, the form is then submitted by the student to the Art Department Office, which will register the student in the course. Registration must take place during the normal registration period for the fall, winter, or summer session.

At the end of the internship, the student is required to write a **3-page Report** on the tasks undertaken. This report is submitted to both the Internship Administrator and Academic Advisor. The Administrator provides a recommended grade to the Advisor, who reviews the grade and report. If the Advisor has any questions regarding the recommended grade, they should contact the Administrator. The Advisor submits the student's final grade on Solus or Moodle.