

ARTH 395 ART HISTORY INTERNSHIP Description Template

The internship description is a document that you develop with the internship administrator at the host institution (with the help of the art history advisor and art history undergraduate chair, who must ultimately approve it). This is a syllabus or contract between you and the administrator; it outlines the general nature of the internship as well as describes in some detail the specific tasks involved. You will be graded on your ability to accomplish the tasks as they are outlined in the description. You may want to follow this template:

First Paragraph: an introduction to the internship in broad terms. Where is it, who is the administrator and art history advisor (if applicable), what is the focus and character of this internship? Also, why would this internship be important to your education? What do you hope to learn from it, and what skills do you hope to acquire?

Following Paragraphs: descriptions of the specific tasks of the internship. Describe in as much detail as possible the nature of each task. Remember that while practical experience can be an important part of an internship, this course must emphasize tasks of an academic nature, such as curating, researching, and writing. You should also articulate the types of skills and aptitudes needed for each task: will you be researching, documenting, organizing, synthesizing, translating, creating, and/or analyzing (and so on...)? Each task may require different skills and aptitudes. Remember that the internship should involve work for six hours per week for twelve weeks, or the equivalent.