



ART 4160 – Internship in Art Request
Form Valdosta State University
Department of Art & Design
 www.valdosta.edu/art

ART 4160

Date: _____

> **Student Contact Information:** (to be completed by Student)

Updated 04/23/2025

Student Name:		Student ID#:	
Cell Phone:		Major:	
Email (VSU):		Email (other):	

> **ART 4160 - Course Information:** (to be completed by Instructor)

Supervising Instructor:		Area of Study:	
Course Name/Title:		Hours Credit:	
Building and Room number:		Semester and Year:	
Internship Location:		Name of Business:	

> **Description of Course / Internship Structure:** (to be completed by Instructor)

> **Method of Evaluation:** (to be completed by Instructor)

___ Quantity / Quality of Work ___ Scheduled Critiques ___ Presentations ___ Research Paper(s) ___ Other / Additional*

*

> **Justification for Request:** (to be completed by Advisor)

___ Additional Content in Studio Area ___ Time Conflict ___ Substitute for Studio Sequence ___ Other / Additional*

*

> **Final Approval - Signatures:**

Instructor:		Date:	
Advisor:		Date:	
Department Head:		Date:	

**NOTE: A copy of this form must be maintained in the student's academic advising file. **

ART 4160 Internship in Art – Course Abstract

The student must fill out this Course Abstract AND an Internship in Art Request Form – return both to the instructor

> **Student Contact Information:** (to be completed by Student)

Student Name:		Student ID#:	
Cell Phone:		Major:	
Email (VSU):		Email (other):	
How many hours will you have completed at the end of this semester? Confirm using BANNER:			

**** An internship should provide an educational experience within the context of a professional working environment and should encompass the application of skills and knowledge gained within the context of a professional setting. ****

Course Description: ART 4160 Internship in Art - 3 hours credit. Prerequisite: Art Major and permission of the department head. *Supervised work experience through cooperatively planned practical job related to the student's degree. May be repeated for credit.*

**** See Undergraduate Catalog – Academic Affairs – Internship Guidelines.**

For academic credit of three semester hours, the internship will involve, at the minimum:

1. Work in an area directly or indirectly related to the major field of study.
2. Ten (10) hours of service each week.
3. A daily log of activities.
4. A report on the internship experience, relating it to the major field of study. The report will be made upon completion.

* This course is designed to accommodate the selection of a wide array of media and/or topics.

The student must discuss ideas with their directing professor before filling out this form. An Internship Request should be filed in a timely manner BEFORE or DURING the appropriate registration period to allow for all required signatures/approvals.
(Instructor, Advisor, Department Head).

The student **must** outline a set of educational/professional objectives and goals as it pertains to the internship. This requires an open dialogue between student, faculty and professional organization both prior to AND during the internship.

1. List your expectations of the internship; the faculty member; and the professional organization:

2. Give a brief description or abstract of the concepts and ideas you plan to explore / research / accomplish while collaborating with a professional organization within the context of an academic course - as supervised by the Department of Art & Design faculty member:

3. List your objective(s) as a result of successfully completing the ART 4160 Internship in art:

Initial Meeting: Prior to and up to Week 1

*Schedule - (set goals for each of the meetings/critique dates below, calendar/meeting dates may be subject to change).

Week 3 (Potential Meeting / Critique)

Mid-Term (Potential Meeting / Critique)

Week 10 (Potential Meeting / Critique)

Exam, Finals Week (Final Meeting / Critique)

Notes / Comments from the Professional Organization:

ART 4160 Intern Evaluation Form: (to be completed by the professional organization - Supervisor)

The original of this *evaluation will be placed in the intern's advising file with the Department of Art & Design at Valdosta State University.* The supervisor may *attach a letter of reference concerning the intern's performance to provide additional information.*

Student Name:		Supervisor Name:	
Internship Dates:		Location:	

Please give a brief summary of the internship:

On average I had contact with the student: _____ daily _____ Weekly _____ Monthly _____ Other

Personal Qualities:	Excellent	Above Average	Average	Below Average	Does Not Apply
Ability to adapt to a variety of tasks					
Decision-making, judgments, and setting priorities					
Ability to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					
Professional Abilities:					
Ability to synthesize information effectively					
Ability to communicate effectively with others					
Analysis skills; Ability to determine information needs for self and patrons					
Ability to select the best potential resources to meet information needs					
Ability to organize, classify, and deliver information effectively					
Ability to plan with and work cooperatively with others					
Ability to create and communicate possible solutions to problems					
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field					

Overall performance: _____ Excellent _____ Above average _____ Average _____ Below average

Compared with other VSU internship students with whom I work / have worked, this student is:

_____ One of the best _____ Above average _____ Average _____ Below average _____ One of the poorest _____ Not Applicable

Additional Comments:

> **Evaluation Signature:**

Supervisor:

Date: