

**ART STUDIO / HISTORY  
INTERNSHIP PROGRAM  
SUPERVISION COURSE PROPOSAL**

**ARTS 489**

Course Call # \_\_\_\_\_

Semester/Year \_\_\_\_\_

**ART STUDIO / HISTORY**       (1 UNIT)       (2 UNITS)       (3 UNITS)

**GRADING OPTION:**       Grade       Credit / No credit (to receive this option you must complete a Credit/No Credit form and submit it to Records and Registration.)

\_\_\_\_\_  
**(Print)** Last Name                      First                      MI                      Student ID

\_\_\_\_\_  
Permanent Address:                      City                      State                      Zip

\_\_\_\_\_  
Local Address:                      City                      State                      Zip

\_\_\_\_\_  
Permanent Telephone:                      Local Telephone:                      Cell Phone:

\_\_\_\_\_  
Email Address:

**TITLE OF STUDY:** \_\_\_\_\_  
may not duplicate the title of any regularly-scheduled course

**SPONSORING AGENCY'S NAME:** \_\_\_\_\_

Brief Description of Internship:                      *Duties, Responsibilities, Skill to be learned; Discuss goals and objectives*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Sponsor / Supervisors Signature (non-faculty): \_\_\_\_\_  
\*special circumstances only

Instructor's Signature: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

**FIELD CONTACT INFORMATION**  
**Art Studio / History Internships**

\_\_\_\_\_  
Name of Sponsoring Agency \* *attach a business card from Sponsor*

\_\_\_\_\_  
Name of Agency Supervisor

\_\_\_\_\_  
Sponsoring Agency's Address

\_\_\_\_\_  
Agency's Phone Number

\_\_\_\_\_  
Supervisor's Email

**FACULTY MEETINGS**  
**Art Studio / History Internships**

I have met with this intern on the dates indicated below:

\_\_\_\_\_  
First Meeting Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Second Meeting Date

\_\_\_\_\_  
Faculty Signature

**\* Please obtain a business card from your sponsor. Attach to this page for Internship Advisor.**

**STUDENT INTERN'S EVALUATION OF INTERNSHIP PROGRAM**

(To be filled out at the end of the internship experience by the student intern and returned to the University supervisor.)

Please type answers.

1. List the major responsibilities and duties assigned to you in your internship.
2. Which internship experiences did you find most valuable?
3. Describe additional experiences that would have been valuable to the internship.
4. Describe the problems that you encountered during your internship. Explain how you dealt with each problem.
5. Explain how you met your stated objectives.
6. If you were unable to fulfill an objective, indicate why.

7. What skills were you able to apply to practical work experience?

8. Evaluate the relevancy of the internship experience as related to your career objectives.

9. Describe any noteworthy job-related accomplishments or achievements.

10. Do you feel prepared for the workplace? Why or why not?

11. Would you recommend your internship experience to another student? Why or why not?

12. What advice would you give to someone else before they started an internship?

Submitted by Student Intern: \_\_\_\_\_

Intern Signature: \_\_\_\_\_

Total period of time worked: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCEDURES FOR ARTS 489**  
**Designate 1, 2, or 3 units**

**ART STUDIO / HISTORY**

Art 489, Internship in Art Studio / History, is designed to provide supervised, fine art related work experiences outside the academic environment. This course is intended to facilitate the integration of education and practical experiences outside the classroom. The Supervision Course Proposal form acts as a contract between the student and the Art Department in agreement with the field contact. Internships are added through the Art Department office during the first two-weeks of classes each semester. Internships cannot be added through TRACS/Portal.

**Hours Required:**

- 1 unit = 48 hours per semester (3 hours per week x 16 weeks)**
- 2 units = 96 hours per semester (6 hours per week x 16 weeks)**
- 3 units = 144 hours per semester (9 hours per week x 16 weeks)**

**Prerequisites:**

1. Upper division status: defined as juniors, seniors or graduate level
2. Minimum cumulative GPA of 2.0 for undergraduates and 3.0 for graduate students
3. Faculty permission and approval of Department Chair

**INTERN ADVISOR'S Evaluative Process and Grading Procedures:**

1. **Meeting times:** A minimum of 2-meetings must be held during the semester. Specify these dates. Meetings must be verified by the advisor's signature in order for student to receive credit. *Students who wish to take internship units would be advised to plan ahead as the advisor may not be available to work with students on an independent basis.*
2. **Grading criteria:** To receive a credit for the internship you will need to submit your journal and complete a Field Contact Evaluation form along with verification of at least 2-meetings with the supervising faculty member.
3. A journal **MUST** be kept summarizing work experience as specified by the supervisory instructor and field contact. This journal will be submitted upon completion of the project or course of study.
4. This course can be taken for a grade or credit/no credit; however a grade is required to fulfill the three unit class for graduation.

**ART STUDIO / HISTORY  
FIELD CONTACT EVALUATION  
INTERNSHIP PROGRAM**

**Thank you for selecting a CSUC art studio / History student as an intern in your business. Internships are designed to provide supervised, fine art related experiences outside the academic environment. This internship is a course of study intended to facilitate the integration of education and practical experiences outside the classroom. It is understood that professional experiences may vary from one agency to the other. Students are there to help you, please provide them with a well rounded list of tasks, duties, and experiences in which to learn. Ask interns to show you their weekly logs to help you evaluate their progress.**

**This form is to be completed by the Sponsoring Agency upon completion of the semester or term of agreement. Please mail completed evaluation to the University Contact listed below:**

**Thank You,**

**Asa Mittman, Department Chair**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Internship Sem / Year

\_\_\_\_\_  
Name of Sponsoring Agency

\_\_\_\_\_  
Supervisor Name (if different)

\_\_\_\_\_  
Sponsoring Agency's Address (please include a business card in envelope)

\_\_\_\_\_  
Phone #

1 credit (48 Hours)

2 credits (96 Hours)

3 credits (144 Hours)

If needed attach additional sheets to answer the following questions:

1. What type of work experiences were performed by the student?

2. Please comment on student's performance as a professional:

3. Do you feel the student is prepared for a career in art? Why or Why not?

4. Did the student display any outstanding abilities or qualifications? Explain:

5. Would you provide this student with a letter of recommendation; and, if space available, would you offer them a job?

6. Please check appropriate response:

	Outstanding	Superior	Good	Poor
Appropriateness of personal traits for the job				
Attitude				
Understanding of the work required				
Ability to apply knowledge				
Overall Performance				
Appearance				

7. Has the student been exposed to the following interior design tasks (work experience or observation) during internship or shown any understanding of the content area?

	YES	NO		YES	NO
<b>Programming</b>			<b>Contract Documents</b>		
Client Requirements			Working Drawings		
Project Research			Specifications and Schedules		
Client / User Interviews			Purchase Orders		
Code Requirements			Bidding / Contract Documents		
<b>Conceptual Design</b>			<b>Contract Administration</b>		
Design Concept			Shop Drawing Checking		
Area Circulation			Installation Supervision		
Meetings with Clients			Installation Scheduling		

**Project Management**

Budgeting, Estimating  
Work with Contractors and Subs

YES NO


**Post-Occupancy Evaluation**

Site Inspection  
Survey

YES NO


**Design Development**

Space Planning  
Furniture Layout  
Selection of Furnishings  
Selection of Finishes  
Color Coordination  
Lighting  
HVAC  
Detailing (Millwork)  
Presentation Boards  
Presentation to Clients  
CAD  
Budgeting


**Business Practices**

Office Procedures  
Resource Library Work  
Display  
Contract (Letter of Agreement)  
Design Fees  
Contact with Sales Reps  
Financial Accounting  
Professional Ethics  
Customer Sales


8. Grade recommendation (circle one):      **A      B      C      CR      NC**

9. Additional Comments:

\_\_\_\_\_  
Field Contact Signature

\_\_\_\_\_  
Date

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