

**University of Western Ontario
Department of Visual Arts**

GRADUATE INTERNSHIP IN THE VISUAL ARTS

General description:

The Department of Visual Arts at the University of Western Ontario encourages students to find internship opportunities. The idea is to put theory into practice: to obtain University credit for volunteer employment in an arts-related field. Graduate students with over an 80% (A) average are eligible for the course credit.

The Graduate Chair interviews and works with interested qualified students to select a departmental supervisor, find a placement, and together with the workplace supervisor, define a project that benefits the workplace while developing the skills of the student. The proposal is judged according to the position's relevancy to the Visual Arts and the educational benefit it might provide.

Student responsibilities:

Each internship is held for a period of one academic term (about 13 weeks: Sept. to Dec., Jan. to April, May to August). The student is expected to work an average of 10 hours a week.

Once the student's position has been judged acceptable for credit, the student will provide the workplace supervisor with the evaluation form which s/he will fill out at the conclusion of the student's posting and return to the departmental supervisor. The student is also required to fill out and sign the necessary assumption of risk forms at the start of the placement.

The student will also need to keep a journal which records daily activities related to the position. This will serve as the basis for the reports the student is expected to submit to the departmental supervisor at the end of each month (or as stipulated on the syllabus). These reports should be around 2 to 3 pages in length. At the end of the posting, the student will provide a more substantial written component of 25 pages. These 25 pages can be organized in various ways, but must meet the following requirements:

- a) A **minimum** of 15 pages should provide a rigorous critical analysis of the theoretical issues related to the placement.
(Students may opt to submit a 25 page critical paper only.)
- b) A **maximum** of 10 pages can be allotted to publications pertaining to the internship placement itself (i.e. a catalogue entries, critical reviews, etc.)

Workplace Supervisor and Departmental Supervisor Responsibilities and Information:

The only expectation of workplace supervisors is that they provide an enriching work experience and complete a short evaluation form at the end of the student's posting. The evaluation should be sent to the Visual Arts departmental supervisor by the first week of December, April or August, depending on when the student started their placement.

The final grade is assigned by the Visual Arts departmental supervisor and based on the interim and final reports, and the evaluation provided by the workplace supervisor. The departmental supervisor is available for consultation throughout the term, should either the student or workplace supervisor have any concerns or questions about the placement.

Please note that the Internship credit is not a co-op program. Unfortunately, the Department of Visual Arts does not have the resources for such an endeavor and, thus, it is up to the student to ensure that the requirements outlined above are fulfilled. Should you be interested in participating in this program, please do not hesitate to contact the Graduate Chair.

For more information, please contact:

Graduate Chair
Dept. of Visual Arts