



Department of Art

## Practicum | Art 293 Receiving Credit for Art-Related Internships

Revised 2/4/19

**Overview** Although the Art Department faculty believes that undergraduate students are best served by a broad academic university education, we recognize that significant learning can take place outside the university classroom and offer academic credit for relevant internships through Art 293. Only Art Department majors and minors are eligible.

**Description** A major project – and/or significant involvement in administrative practice – must be included in the internship. Given the educational context, internships must be structured, disciplined, and significant. In other words, the internship cannot be equivalent to volunteer or clerical work, if academic credit is to be received. To receive credit, interns are expected to be on site or working on related projects at least 4 hours each week during the semester, or the equivalent for a summer internship.

**Grades and Credit** Grades for Art 293 are “pass” or “fail.” While additional internships are encouraged, Art 293 can only be taken once. For majors (both Studio and Art History), Art 293 will count as elective credit toward their major. But if the internship is related more to the “other” area – if a Studio major has an internship at Reynolda House or if an Art History major interns as a studio assistant, for instance – then Art 293 could count for one of that student’s two courses in the other area. The Practicum coordinator will make such designations at the start of the internship and inform the Registrar. Minors can take Art 293, but it only counts toward their overall credits toward graduation, not their Studio/Art History minors.

**Department Internship Coordinator** The Art Department Internship Coordinator (IC) acts as an intermediary between students and agencies/organizations that offer internships. Currently, Professor Jay Curley is the IC (curleyjj@wfu.edu).

**Process** The IC can advise students on appropriate internships, but students can also secure their own internships and enquire about their suitability for Art 293. To receive credit students must do the following things:

1. Contact the IC to discuss the details of the internship before the first day of classes (ideally earlier) in a given semester.
2. Before the last day to add a class (generally, the third week of classes), the IC must receive the following: a one-page description from the student describing the internship and potential project(s) to be undertaken, as well as a one-page document from the institution defining the structure of the internship, including number of contact hours per week.
3. Before the last day of classes, the student and institution must each submit a one-page evaluation and summation of the internship. Once these documents are received, the IC will assign a grade.

**Summer Internships** While the department encourages summer internships, university guidelines mandate that students must pay appropriate summer school tuition to receive Art 293 credit. The Art Department is currently working to correct this. If museums or institutions require students to receive academic credit, the IC will provide a letter explaining the tuition situation. Please note that the OPCD offers a limited number of grants for students taking unpaid summer internships.

**Questions** If students have additional questions – about the appropriateness of a particular internship, for example – please contact the IC