

GUIDELINES FOR ART HISTORY INTERNSHIPS

- ❖ Prepare for application procedures the semester ahead of internship application. Many institutions fill internship positions well in advance.
- ❖ Your internship should take place in your junior or your senior year after you have completed at least 15 credits in the major (in addition to ArTH 111). You must have a minimum GPA of 3.0 to qualify for internship credit.
- ❖ Write a draft of your resume and cover letter that you can adapt to each application.
- ❖ Research internship programs well in advance of the semester. Make sure to check for Internship Program deadlines early on in your application process.
- ❖ Schedule appointments with the Internship Coordinator in Career Development Services (Ms. Paula Wicklow; 212-772-4850; HE 805) to discuss possible internship positions and to review the resume and cover letter drafts.
- ❖ Meet with the Art History Internship Advisor (Prof. Lynda Klich) to discuss possible internship positions, to review the resume and cover letter drafts, and to go over requirements for receiving credit for the internship.
- ❖ Apply and interview for internships well before the beginning of the semester.
- ❖ Once you receive an internship, have your Internship Supervisor fill out and sign the **project description form** (which you can get from the Art History Internship Advisor).
- ❖ For each 5 hours a week you work during the semester (15 weeks), you will receive one credit. For example, in order to receive 3 credits you must work 15 hours/week throughout the semester. A maximum of 3 internship credits may be applied toward the major. Up to 3 additional internship credits may be applied toward the degree. (Internships are graded on the Credit **(CR)**/No Credit **(NC)** policy.)
- ❖ Bring the **signed** project description form to the Art History Internship Advisor for approval and assignment of proper amount of credits.
- ❖ The Art History Internship Advisor will give you registration permission on CUNYfirst.
- ❖ Register for ARTH 498 In-Service on CUNYfirst.
- ❖ Prepare and hand in your internship project evaluation paper to the Art History Internship Advisor **by the last day of classes of the semester**.
- ❖ Your internship supervisor must submit your evaluation letter via e-mail or regular mail **directly to the Art History Internship Advisor by the end of the final exam period**.
- ❖ Update your resume for future internship and job opportunities.



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GUIDELINES FOR ART HISTORY INTERNSHIP PROJECT EVALUATION PAPERS

At the end of the semester of your internship, you are required to write an evaluation essay. The paper should help you to examine and to reflect upon what you have learned from the internship experience, the impact that it has had on your career development, and how it has affected your educational and professional outlook in general.

*Your paper should be submitted directly to the Art History Internship Advisor.

*Retain a copy of the paper for yourself since the information that it contains may be useful to you when you go on job interviews or apply to graduate school.

*Papers should be between 3-5 pages in length.

*Papers are due **no later than the last day of classes** of the semester in which you are doing your internship.

You should address the following topics in your paper:

- Where did you do your internship and what were your responsibilities?
- How did your responsibilities fit in with the ongoing work of the organization?
- What did you learn during your internship (i.e. specific skills, knowledge of the field, knowledge about yourself, future academic and career plans)?
- What were your most significant accomplishments?
- What difficulties did you encounter (i.e. the work itself, your supervisor, other staff members, fellow interns, your schedule, office politics) and how were they handled or resolved?
- Did the internship meet or differ from your expectations and how?
- What relationship did you find between the internship and your class studies (major and/or overall academic program) at Hunter College?
- What impact did your internship have on your career plans and aspirations?



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EVALUATION LETTER GUIDELINES FOR INTERNSHIP SUPERVISORS

At the end of the semester of internship participation, you will be asked by the student whom you have been supervising to write an evaluation letter by a specified date at the end of the semester. Please send the letter directly to the Art History Internship Advisor at Hunter College (Prof. Lynda Klich; lklich@hunter.cuny.edu) or give it directly to the student in a sealed and signed envelope for delivery to the Art History Internship Advisor.

It would be most helpful if you would include the following information in your evaluation:

*Number of hours per week the Hunter College intern worked at your institution

*Responsibilities assigned

*Evaluation of performance of:

- Attendance
- Punctuality
- Reliability and dependability in fulfilling assignments
- Level of acceptance of constructive criticism
- Willingness to assume additional responsibilities
- Working relationships with staff
- Time management skills
- Subject matter competency
- Level of learning
- Professionalism

*Any additional comments are welcome.

Thank you for your cooperation and for making valuable internship opportunities available to our students.