

## **MATX696: Internship**

Media, Art, and Text -- Virginia Commonwealth University

### **General Guidelines**

The MATX 696 Internship provides students the opportunity to gain professional or practical experience at institutions and organizations relevant to their chosen field.

Each intern is assigned specific responsibilities for the period of the internship. These may be part of an organization's regular operation or contribute to a specific project, which may be ongoing and not necessarily completed during the internship semester (e.g. an exhibition or catalog). An intern should have the opportunity to observe and/or contribute to ongoing professional activities within the organization or institution.

Students must identify potential internship opportunities and discuss specific projects with the internship supervisor. To receive credit, the student must complete the following:

- 1) Fill out the approval form and have it signed by the supervisor, who should also receive a copy of these guidelines.
- 2) Submit the signed form to the MATX Director for approval during advance registration, but no later than 4 weeks before the start of the semester.
- 3) Register for the appropriate section as instructed by the Graduate Programs Advisor.
- 4) Submit a final report to the MATX Director.

### **Course Requirements**

#### Supervisors

- meet with the intern at the start of the semester to confirm responsibilities and goals, and to agree on criteria for evaluation
- submit a midterm and final evaluation to the MATX Director
- meet with the intern at midterm to review performance and progress and, if necessary, outline a plan for improvement

#### Students

- complete a minimum of 48 hours (3 hours per week for 16 weeks) for 1 credit or 144 hours (9 hours per week for 16 weeks) for 3 credits (double for 6 credits). All hours must be completed within the semester of registration.
- submit a final report to the MATX Director describing the internship experience, including specific project(s), duties and/or activities, and the knowledge/skills gained. Due by the last day of classes for the semester.

Grades will be assigned by the MATX Director in consultation with the internship supervisor based on attendance, performance, and the quality of the final report.

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Student:

V#:

Host organization/institution:

Address:

Supervisor:

Supervisor's email & phone:

Describe the intern's expected roles and responsibilities and outline the learning objectives for the internship.

Supervisor's signature & date:

MATX Director:

Graduate Programs Advisor: