

UCLA Department of Art: Arts-Related Internship Coursework

Art 195. Community Internships in Art.

2 - 4 units. (Formerly numbered Art 195A.) Tutorial, six-twelve hours. Limited to juniors/seniors.

Art-related internship in supervised setting in community agency, business, or institution. Students meet on regular basis with instructor and provide periodic reports of their experience. Only 4 units may be applied toward upper division art elective major requirement. May be repeated for maximum of 8 units. Individual contract with supervising faculty member required. P/NP grading.

Up to 4 units of Art 195 may be applied toward upper division art elective major requirements*. Course may be repeated for maximum of 8 units. Individual contract with supervising faculty member required.

This course is intended to provide academic opportunities and professional experience in related art fields. Individual internship assignments may vary, but can include art galleries, museums, community arts organizations, studios, or schools.

Students are responsible for researching and arranging appropriate internship opportunities in advance of the start of the quarter; an Art faculty member must willingly “sponsor” the work at the internship site. Students meet on regular basis with instructor and provide periodic reports of their experience.

To enroll:

- **Prepare and print contract via My.UCLA** (www.my.ucla.edu), **signed by the sponsoring Art instructor**. Students must submit to the Department for review and approval a detailed printed contract outlining the internship position and student responsibilities at the assignment. Contracts must include a 10-week outline/schedule that will serve as the course syllabus, and must also include complete contact information for internship supervisor (business name, name/title of supervisor, email, phone number, address). Faculty sponsor/student meetings must be arranged in advance, and must be indicated on course contracts.
- **Prepare and submit Art 195 Addendum, to be completed in consultation with, and signed by, the Internship Site Supervisor**. Please be sure that your sponsoring Art instructor has also reviewed this addendum.
- Submit signed **“Waiver of Liability”** form (for off-campus course activities). Please see Caron Cronin, Suite 2275 Broad, for the form.

Contracts signed by both the faculty sponsor and internship supervisor –as well as related forms - must be submitted to the Department of Art counselor, Caron Cronin, no later than the end of the second week of the quarter.

Course requirements (in addition to on-site internship activities):

*Periodic meetings with instructor to discuss internship responsibilities and learning objectives.

*Mid-term report, submitted to supervising faculty during week 6.

*Final report, submitted to supervising faculty –and to Caron – due week 10.

Both reports should include a description of internship activities, and address learning objectives as outlined in Art 195 Addendum. **This documentation is retained by the Department, and cannot be returned.**

Sample Course Outline:

Week 1: Meet with instructor to discuss internship responsibilities, project definition, and creative work or output expected to be produced from internship.

Weeks 2 – 8: Continue meeting with instructor on progress of internship.

Week 6: Mid-term report due.

Week 9: Complete final written report and including creative work, if appropriate.

Week 10: Submit final summary and creative work to instructor for evaluation.

***Note:** All classes for the Major must be taken on a letter-graded basis EXCEPT Art 190, 193, and 195. Of this P/NP coursework, no more than 4 units COMBINED may be applied toward the Upper Division Art Electives.

Internship Resources

Following are resources for students interested in pursuing internship opportunities:

UCLA Center for Community Learning

www.uei.ucla.edu/community-learning/

The Center offers academic opportunities to work in Los Angeles, as well as at UC centers in Sacramento. Please visit the Web site for updated information about the Center's activities, or go to My.UCLA and click on "Internships" for a listing of pre-screened community partners (hint: take a look at the listings under other categories, not just "Arts"). Please contact the Center directly to make an appointment.

UCLA Career Center Handshake

www.career.ucla.edu/handshake

The Career Center's Handshake platform offers students access to numerous listings for local, national, and international internship--and employment--opportunities. The Career Center also provides a range of free services for students, including drop-in counseling, workshops, and career guidance and assessment tests.

In addition to these resources, as well as announcements distributed by Departmental email listserve, a number of arts-related internships/jobs/exhibition opportunities are posted online at the **Department of Art Web site**,

www.art.ucla.edu/jobs