INTERNSHIP OPPORTUNITIES

Internships are a valuable complement to art history courses. In some cases they can serve students’ interest in working more directly with objects and in others they can allow them to try out the practical applications of their education, get a sense of what work in the field is like, and gain experience towards employment after graduation.

An internship consists of specific art- or architecture-related work experience supervised by the personnel of cooperating institutions, whether on campus or in the Atlanta community, who assign a grade at the end of the term. The experience is overseen by the Internship Coordinator in the Art History Department (call the office at 7-6282 to get current contact information). In order to get four credit hours, which is the equivalent of an academic course, students work 10-12 hours a week for 14 weeks. Fewer hours of work can also be done for fewer credits (3 hours a week for 1 credit, 6 for 2, 8 for 3), with the supervisor’s approval. However, most internship venues are reluctant to train students for less than 4 credits worth of time.

The Carlos Museum of Emory University is undoubtedly the single most important resource available to students, but students have also regularly interned at various art galleries, the High Museum, and with Art Papers magazine. Architecture Studies minors often choose to intern with local architecture firms such as Mack Scogin/Merrill Elam Architects, Lord Aeck & Sargent, or Perkins Will. In the past internships also have been set up with Blue Line Gallery; EDL & Associates, Art Consultants; Fernbank Museum of Natural History; Kiang Gallery, The Atlanta Contemporary Art Center, and the Art Collection at The Carter Center. New opportunities arise all the time and students may initiate their own internship as well.

Internship Guidelines

1) To initiate: Meet with Internship Coordinator: discuss interests and objectives; student will be asked to contact venues of interest. In some cases the coordinator will be able to supply contact names and phone numbers.

2) Negotiate: Student discusses internships with museums, galleries, firms, or arts agencies of interest. It is important that the student makes these arrangements him/herself —this is part of the process. Remember that you are offering them your time and assistance and so it should be a mutually beneficial experience.

3) Responsibilities/supervision: Once you’ve found a good internship position, you need to set up your responsibilities, and establish which person will be supervising you. This is also the person who, at the end of the term, will be grading you. Internships are calculated like a course on the basis of 10 hours per week for 14 weeks to equal about 140 hours total. You may divide up the total hours however you choose, such as 15 hours a week for 9 1/2 weeks. But be sure to make these
arrangements in advance and stick to them so that they know when to count on you. As one of the primary purposes of the internship is to get a sense of the kind of work that is done in these venues, and as your expertise is limited by your lack of training and previous experience, you may find that the work may sometimes seem routine. This is the reality of the workplace and it is up to you to turn the experience to your advantage. Most internships have a measure of both repetitive and engaging tasks. Remember that you are representing Emory, so being responsible and positive is very important.

4) **Arranging course credit:** Having made all the arrangements for your internship, you send the Internship Coordinator an email stating what you'll be doing and giving the full details of your internship. Most important at this point is your student ID #, the name of the supervisor, the mailing address of the place you'll be working, the phone, email and fax #.

5) **Confirmation:** The Internship Coordinator then takes your letter of intent and calls the supervisor to confirm that all the arrangements are satisfactory. If this is the case, you are then given the permission number that allows you to register in the internship course (ArtHist 397). WHEN YOU SIGN UP ON OPUS be sure to change the credit hours to the correct number (it defaults to 1 credit hour).

6) **Evaluation:** At the end of term, you will write a 5-page account of your experience, detailing what your work consisted of, what you learned in the process, any decisions that you may have come to with regard to future career plans, if you would recommend the internship to another student, etc. Some student interns choose to keep and submit a journal of their work experience. The Internship Coordinator will review your report and the supervisor at your place of work will complete a grade sheet, assigning a letter grade based upon the quality of your performance on the job.

7) **Course credit:** Internships count towards your degree from Emory. *They do not, however, count for major or minor credit in the art department.* This is non-negotiable: the art history department views internships as a valuable supplement to coursework, not a replacement for it.

8) **What about a job afterwards?** Internships are generally unpaid, with few exceptions: what you receive is course credit and a new perspective on the arts. You may ask your employer about a paid position after the internship is over, but most students find it better to wait and see how everything is working out before taking it to that next level.