



Department of Art



Internship Application

ART 4733 Art Department Internship

Student Name:	T#:
Email:	Phone:

Note: A student should not be considering seeking an internship until after completion of all requirements listed on this form.

- I have completed Sophomore Review
- I have gained approval from my Academic Advisor. (Distance students may include name and email of their Academic Advisor; a signature will be obtained upon arrival of form.)
 - Academic Advisor Name: _____
 - Signature: _____
- Have you decided upon an internship location?
 No ____ Yes, Where? _____
- Have you had discussions with potential internship locations?
 No ____ Yes, Where? _____
- Do you need assistance finding an internship location?
 No ____ Yes ____
- What is your expected Graduation Term? _____
- What term are you applying for internship? _____

Upon receipt of this completed form with satisfactory information, and an acceptable internship site approved, an internship application will be emailed to you. This document may be submitted in person, or emailed to: sbruch@atu.edu



Department of Art Internship Agreement

ART 4733 Internship

STUDENT NAME

For: _____

Job Description: _____

Company Name: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Company Contact: _____

Contact Phone: _____

Contact Email: _____

Start Date: _____

End Date: _____

Semester/Year of Reg.: _____

Academic Advisor: _____

Department Head: _____

Total Hours to be completed at by the end of the course: _____ 250 Hour or 15.6 hr per week _____



Internship Final Grade Form



Final Grade Earned: _____

Please return this completed form to:

Mailing address:

Summer Bruch
Arkansas Tech University
Department of Art
203 West Q Street
Norman Hall, Room 104A
Russellville, AR 72801

Fax:

(479) 498-6002

Email address:

sbruch@atu.edu

Student Evaluation and Grading:

To be completed by company contact/supervisor with at the end of the internship. Please Print.

Student name: _____

Company name: _____

Company Contact/_____

Work Supervisor:

Company Contact/Supervisor:

Please evaluate the student’s internship performance objectively, comparing him or her with other students of comparable academic level, with personnel assigned in the same or similarly classified assignment and with individual standards of performance. The grading guide below can be used to help you in this process, but it is only a guide. Your evaluation of the student’s internship performance is very valuable to our department and to the student’s internship review.

The following criteria are outlines to assist you in determining a fair grade for your ATU intern.

Grade	Criteria
A	<ul style="list-style-type: none"> • Student always performs objective correctly with minimal or no supervisor assistance. • Student can correctly perform objective under any and all circumstances, particularly stressful ones, with minimal or no supervisor assistance.
B	<ul style="list-style-type: none"> • Student can usually perform objective with minimal or no supervisor assistance. • Student’s performance varies according to circumstances, may require supervisor assistance under stress.
C	<ul style="list-style-type: none"> • Student can usually perform objective with moderate supervisor assistance. • Student definitely requires significant supervisor assistance in stressful situations.
D	<ul style="list-style-type: none"> • Student requires or asks for assistance with objective much of the time. • Student cannot perform objective correctly under stress. • Supervisor cannot trust student to perform objective without very close supervision.
F	<ul style="list-style-type: none"> • Student never performs objective correctly, even with close supervision. • Student refuses to perform objectives or is chronically absent.

Additional Evaluation Comments:

What strengths or weaknesses may help or hinder the student's advancements?

Please grade and comment briefly on the following:

a) Quality of Work

b) Attitude

c) Judgment

d) Interpersonal relationships

e) Dependability

f) Additional Comments

Overall Performance (Circle One):

Outstanding (A)	Very Good (B)	Average (C)	Marginal (D)	Unsatisfactory (F)
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This evaluation has been discussed with the student ____ YES ____ NO

Company Contact/Supervisor Signature _____ Date _____