

ART 408: Internships: Rules and regulations

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Procedures and Eligibility

Not following the stated guidelines to the tiniest detail may result in a reduced grade or no credit for the internship.

Internship is a professional experience in the student's area of concentration of Fine Art and Visual Communications. It is an environment where a student interacts with professionals in a creative working environment. An internship requires 120-150 hours of residency at Gallery, Artist, Museum, Design studio, Advertising agency, Photography or illustration studio or related company approved by the Visual Communications internship coordinator or the student's major professor. During regular semesters the normal requirement is twelve hours per week for thirteen weeks, and during short sessions, 20-30 hours per week for five weeks. Assuming the application requirements are satisfied, the student will receive three-semester hours credit per internship. ART 408: Internship may be repeated a second time for credit (six hours total), but typically not at the same place.

An internship holds the same responsibilities as full-time employment. A student should participate in an internship only if the student is satisfied that they can allocate the required time and is confident their effort will be a committed one.

It is important that the student remember that, as an intern, they are a representative of the Department of Art and the University of Delaware. They are responsible for initiating or continuing any positive relationship that exists between the sponsoring company and the University and for strengthening the company's opinion of the internship experience. University credit is seldom, if ever, granted after the fact for an internship experience obtained without having followed the application procedure.

Eligibility

The faculty evaluates each applicant and an accompanying eight-piece portfolio for internship eligibility. This must be accomplished early given the deadlines for applying. Students must show an adequate work ethic, a clear enthusiasm for the field, a mature set of experiences (both creative and technical), and the ability to produce effective and creative work. It is possible that an application for an middle-of-third / end-of-third-year summer or middle-of-fourth-year winter internship would be approved if the student full fills all the requirements and requiring that the student has the additional semester's experience to attain an adequate evaluation depending on where they are applying. Students with goals directed toward elite and well-recognized organizations or working with the best of our graduates can expect to be evaluated against a higher criteria.

Students are eligible who have third / fourth-year standing in the Art/Visual Communications curriculum and a 3.0 GPA (based on the "plus/minus" grading system for the required Visual Communications courses taken during the preceding spring and fall semesters). Special problems courses and other internships do not count when calculating the GPA.

Researching and locating your internship

It is important that the student understand that the internship program has been established not simply to give credit for work experience, but to give credit for a "valuable" work experience. The student must see the internship as an opportunity to broaden their experiences beyond those normally available.

Talk to the faculty about your intentions; develop a list of possible places (consider companies where others have done internships before, what type of environment you are looking for and what you expect from the experience). Talk to students and alumni who have had internships and get their input and look at the blog from last year's class.

Students should also be aware of the planning that must go into fulfilling an internship in a different geographical location, such as New York, the West Coast or London. Being financially able is an important part if you don't have the benefit of living at home or with friends. Obtaining adequate housing can require a serious effort and should be started at the earliest possible time to insure that everything is in place to begin the internship. Foreign countries, along with the United States, have laws regulating and often hindering student and work activities. Some resources to help look for an internship: Internet / Phone books / Regional awards annuals / CA / Archive / Graphis / Creativity

Procedure and sequence of events for receiving university credit

Everyone applying for an internship must write a formal letter of intent and submit an eight-piece mini-portfolio of past work to Bill Deering, Art Department internship coordinator. A copy of the letter of intent should also be given to the student's major professor. The letter of intent should describe your plans for an internship, what you expect to accomplish and justifications for choosing that type of company (fine art, design, advertising, photography, new media, film, illustration etc). Applications should be submitted by March 15, for summer or fall semesters and October 15 for winter and spring semesters. While this is not a "cut off" date the longer you wait will reduce your chances of being accepted.

The applicant must have submitted the formal letter of intent and the eight-piece portfolio, and have received approval from their internship coordinator or major professor prior to contacting any prospective organization.

Students must show a portfolio when applying for any internship. Any internship, which does not require a portfolio, is violating almost everything we are striving for in the Art Department and Visual Communications program.. Upon acceptance into an internship you are to state in writing to the internship coordinator that you received an internship, company, location and all information. During your internship you must keep and maintain a personal blog and at the end of your internship experience, you are to supply the internship coordinator with documentation in the form of a blog and web site. See the section titled [Documenting your internship experience](#) below.

Negotiating your internship experience

The application procedure and approval schedules vary widely with different organizations. The student should have a thorough understanding of what the targeted company's work requirements are. The student should bargain early for the best involvement and interaction with the company's creative personnel. Consider asking to: Sit in on a client meeting, go on a photo shoot, talk to a photographer, talk to an account executive, go on a press check, being involved in a brainstorming session, pitching an idea and having your portfolio reviewed.

Documenting your internship

During your internship it is expected that a critical dialogue will occur between the student and their direct supervisors, which would provide specific information that makes the student a more useful member of the visual communications industry after graduation.

By the last Friday of regularly scheduled classes during the session the internship is completed, the student must have completed and maintained a blog outlining their internship experience.

The blog's should include a thorough assessment of the experience gained along with photography that must include at least 4 photographs of the space, a link to more detailed blog, outlined below, links to the company website and a link to your website.

Two samples of work included in your application portfolio

Images of the space in which you worked showing coworkers

Images of the people you worked with

Images of creative work produced from the place

The text must include at least the following

The name and city of the place

Dates of the internship

Names and titles of important people to your story

A description of the place (clients, history, etc.)

Captions for the photography

Your web site and the company you did the internship