

The purpose of this proposal is to establish guidelines and standards for “Field Internship” credit in for students and faculty at Tyler School of Art.

The intended area of Field Internship must provide practical experience for the student in a particular setting which is relevant and useful for the student’s course of study, such as in a gallery, museum, photography studio, community arts center, etc.

There will be a maximum of three students in the Field Internships per full-time faculty sponsor per semester.

A maximum of one 3 credit Field Internship can count towards the degree. The Field Internship will carry an upper level Tyler course number. Students must be classified as Juniors or Seniors.

Students would need to register for an appropriate course, approved by the Department Chair, Faculty Advisor or Program Head. Special Authorization is required for this course. See an advisor for details.

A written proposal must be developed and agreed upon in advance of the beginning of the semester, describing the intended setting of the Field Internship/Experience and the time commitment which must equal at least 10 hours per week for the full semester (13 weeks). In order to get credit for this Field Internship, the student must agree to write a comprehensive paper (minimum two pages). The paper must address the following questions, in addition to a description of the general experience. You must also submit a time log/journal with the signature of the sponsor.

1. How was this experience valuable?
2. What did you learn about the chosen field? Yourself in relation to the field?
3. What would you change about the internship?
4. Did you meet your goals and objectives? Describe.

Name: _____ TUID#: _____

Semester: _____ Year: _____ Course Level: Undergrad Grad

CRN# (six digits): _____ Course#: _____ Section#: _____ Credits (1-3): _____

1. Title of Internship/Field Experience:

2. Learning Objectives: what will you learn to do, know, or understand as an outcome of this internship?

3. Activities: what will you do? Be specific, indicating what you will produce, what tasks you will perform, etc.

4. Resources: what will you need for this internship? Include (where applicable) bibliography, people, agencies, budget, equipment, etc.

5. Evaluation: what will you produce which your faculty sponsor will evaluate for a final grade? Describe how often and at what intervals you will meet with or be observed by your faculty sponsor?

6. Preparedness: describe your prior learning, experience, and ambition, to verify your capacity to carry out this internship.

7. Field Internship Location and Supervisor Information (please print or type)

Location _____

Address _____

Street

city

State

zip

Name of Supervisor _____

Supervisor's email _____ Phone _____

Please acquire signatures in the following order:

Please acquire signatures in the following order:

1.) Signature of Student: _____ Date: _____

2.) Signature of Faculty: _____ Date: _____

3.) Signature of Department Chair: _____ Date: _____

One copy of this form **MUST** be delivered to the Tyler Academic Advising Office with completed signatures