

Student Application Process

Art & Art History Internships for Course Credit

Deadline: The add/drop date for the semester that you will complete the internship.*

1. We highly recommend that you begin at the [Career Center](#) and [Hire-A-Niner](#), who can help you find opportunities that are located on and off-campus as well as help you prepare your résumé, cover letter, and a portfolio of works. In order to apply for an internship posting through Hire-A-Niner, your résumé must first go through an approval process, which typically takes 48 hours.
2. At least one semester prior to registering for course credit, you should investigate and identify potential employers for placement. In addition to the Career Center and Hire-A-Niner, speak with your area coordinator for additional internship suggestions. To improve your chances of success, apply to multiple host organizations of interest. It may take employers several weeks to review applications, contact applicants, conduct interviews and/or portfolio reviews, and make an offer.
3. Once you have an offer, have the site supervisor read the *Guidelines & Responsibilities for Employing Interns*. The site supervisor will either accept or decline the internship, which could take several days/weeks. If accepted, the site supervisor must sign the *Employer Contract*.
4. If an organization is employing a student intern from UNC Charlotte for the first time, then the site supervisor must also complete the *New Employer Questions*.
5. Before you can register and receive course credit for the Internship, you must make an appointment to meet with the instructor of record and submit the following completed and signed forms: *Student Application*, *Employer Contract*, and *New Employer Questions* (if applicable).
6. The instructor of record will review the completed forms and call the employer to verify the internship experience, which could take several days/weeks. If approved, then the instructor of record will sign the *Department Approval*.
7. Once approved, the instructor of record will give you a permit to register for the course in Banner. **NOTE:** You must then register for the course by the semester's add/drop deadline to receive credit ([see deadlines here](#)).*
8. Once the Application has been approved, the instructor of record will also email the site supervisor to verify that the internship has been approved.
9. During the second half of the semester, the site supervisor will receive an email from the instructor of record requesting that they fill out an *Internship for Credit Evaluation* form. This evaluation must be complete before a pass/fail grade can be submitted for the course.

**To enroll in an internship and receive credit for the internship experience, you must meet all requirements and deadlines for the semester that you intend to register. Credit for internships cannot be given retroactively, and an internship cannot be repeated for credit if it is with the same employer.*

Student Application Form

This *Application Form* must be completed by the student and submitted along with the completed and signed *Employer Contract* and completed *New Employer Questions*. Upon approval of the internship experience by the instructor of record, the student will then receive a permit to register for the course in Banner.

NOTE: Students must then register for the course by the semester's add/drop deadline to receive credit for the experience ([see deadlines here](#)).*

Student	ID Number
---------	-----------

UNC Charlotte Instructor of Record

Intern Employer

Site Supervisor / Internship Contact

Phone	Email
-------	-------

Course Number & Credit Hours [Select one]:

- | | |
|--|---|
| ARTA 3400 Internship in the Arts (1 credit) | ARTT 4490 Internship in Photography (3 credits) |
| ARTA 3400 Internship in the Arts (2 credits) | ARTM 3405 Internship in Digital Media (3 credits) |
| ARTA 3400 Internship in the Arts (3 credits) | <i>*Note: 3 credits is 120 contact hours; 1 credit is 40 contact hours.</i> |

Semester & Year to be Enrolled [Indicate *Fall, Spring, 1st Summer Session, or 2nd Summer Session*]:

Semester	Year
----------	------

Employer Contract

Arts Internship for Credit

After reviewing the attached *Guidelines & Responsibilities for Employing Interns* document and completing the interview process with the student, if you choose to employ them as an intern for a semester, please provide a job description and sign below. Your signature verifies your willingness to participate as an employer in an Internship for Credit with the Department of Art & Art History.

Intern Employer / Host Organization

Job Description

Site Supervisor Signature

Date

Student Signature

Date

Department Approval

After completing the top portion, the student must get the required signature from the instructor of record. Upon approval of the internship experience by the instructor of record, the student will then receive a permit to register for the course in Banner.

NOTE: *Students must then register for the course by the semester's add/drop deadline to receive credit for the experience (see deadlines here).**

Instructor of Record Signature

Date