

# UMKC Department of Art & Art History-Internship Packet

There must be a significant education component to the Internship experience in order to qualify for credit.

## To receive college credit for an internship:

- 1) The student should contact and discuss with their preferred sponsored faculty in the semester prior in which the semester will take place. Identify faculty sponsor criteria before the commencement of the internship.
- 2) With the sponsoring faculty member determine the amount of credit hours to be gained by the internship. Each credit hour that will be earned is equivalent to 50 contact hours of the internship. To gain 3 credit hours, approximately 150 contact hours must be achieved. This roughly amounts to 10 hours per week as UMKC semesters are approximately 15 weeks long.
- 3) Turn in the internship agreement and submitted to the Department Office no later than the second week of classes.

## Understanding the Agreement

There are three parts to the internships agreement: student, faculty member and site supervisor. Please review and record duties/expectations associated with the internship.

- 1) STUDENT INTERN RESPONSIBILITIES
  - Coordinating with faculty sponsor and site supervisor to complete necessary paperwork to begin the internship.
  - Provide a written evaluation of the internship experience to the faculty sponsor.
- 2) FACULTY SPONSOR RESPONSIBILITIES
  - Assigning a grade upon completion of the internship.
  - Request progress reports or schedule a site visit during the internship.
- 3) SITE SUPERVISOR RESPONSIBILITIES
  - Provide a written evaluation of the student's performance in a timely fashion (no later than two weeks prior to the end of the semester).



## Mentor Evaluation-Internship

Date \_\_\_\_\_

Thank you for mentoring a student from UMKC's Department of Art & Art History. As a mentor, the student's grade will be based on your feedback. This form will be reviewed only by the faculty sponsor.

Please complete the evaluation by December 1 for Fall Internships and May 1 for Spring Internships.

\_\_\_\_\_  
Semester (ex. Spring 2017)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Mentor Name

\_\_\_\_\_  
Business/Organization

\_\_\_\_\_  
Faculty Sponsor

What are the intern's primary responsibilities? Have they changed since the initial application/agreement? If so, were those changes communicated?

Did the internship fulfill the core educational goals that were agreed upon? Please explain.

Please rate the intern of the following areas (1 being lowest, 10 being highest):

The intern is dependable and present at scheduled work times.	1	2	3	4	5	6	7	8	9	10	N/A
The intern takes/follows directions on assigned tasks.	1	2	3	4	5	6	7	8	9	10	N/A
The intern readily understands and learns new concepts.	1	2	3	4	5	6	7	8	9	10	N/A
The intern meets deadlines.	1	2	3	4	5	6	7	8	9	10	N/A
The intern takes initiative and has self-motivation.	1	2	3	4	5	6	7	8	9	10	N/A
The intern works well in a group/team setting.	1	2	3	4	5	6	7	8	9	10	N/A
Overall the intern was professional.	1	2	3	4	5	6	7	8	9	10	N/A
The intern gained the applicable skills to be successful in the position.	1	2	3	4	5	6	7	8	9	10	N/A

What grade would you assign the Student Intern (A, A-, B+, C, etc.)? Please briefly explain.

How could the internship experience be improved?

Would you be interested in hosting an intern again? Please explain.

Please add any other relevant comments regarding the intern, the internship, the process, etc.

---

Mentor Signature

---

Date

Please check if you would like to be contacted by the Sponsoring Faculty to further discuss the internship.

Please email or mail to:  
Department of Art & Art History  
UMKC  
5015 Holmes Street, Fine Arts Building #204  
Kansas City, MO 64110  
Email: art@umkc.edu

To be completed by sponsoring faculty after receipt:		
<hr/>	<hr/>	<hr/>
Course Number/Section	Pathway #	Credit Hours
<hr/>		
Final Grade		
Notes:		

# DEPARTMENT OF ART & ART HISTORY

## Internship Evaluation (intern section)

Date \_\_\_\_\_

Please fill out the form to self-evaluate your internship performance.  
This form will be reviewed only by the faculty sponsor.

Please complete the evaluation by December 1 for Fall Internships and May 1 for Spring Internships.

\_\_\_\_\_  
Semester (ex. Spring 2017)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Mentor Name

\_\_\_\_\_  
Business/Organization

\_\_\_\_\_  
Faculty Sponsor

What were your primary responsibilities? Were there any changes made from the original internship application?  
If so, were those changes communicated?

What were the most valuable internship experiences?

What were the least valuable internship experiences?

Please rate the intern of the following areas (1 being lowest, 10 being highest):

I was dependable and present during scheduled work times. 1 2 3 4 5 6 7 8 9 10 N/A

I took directions and followed through on tasks. 1 2 3 4 5 6 7 8 9 10 N/A

I illustrated the ability to understand new ideas and concepts. 1 2 3 4 5 6 7 8 9 10 N/A

I met deadlines as instructed. 1 2 3 4 5 6 7 8 9 10 N/A

I took initiative and was a self-starter. 1 2 3 4 5 6 7 8 9 10 N/A

I worked well in group/team settings. 1 2 3 4 5 6 7 8 9 10 N/A

I acted professionally in terms of my communicating with co-workers. 1 2 3 4 5 6 7 8 9 10 N/A

I was enthusiastic in relation to assigned tasks 1 2 3 4 5 6 7 8 9 10 N/A

I had the skills applicable to the intern position and demonstrated them regularly. 1 2 3 4 5 6 7 8 9 10 N/A

I acted professionally in terms of my communicating with co-workers. 1 2 3 4 5 6 7 8 9 10 N/A

One a scale of 1 to 10 (1 being lowest, 10 highest), please evaluate the internship and internship mentor.

The internship allowed me to grow professionally/academically.	1	2	3	4	5	6	7	8	9	10	N/A
My time was well-utilized at the internship.	1	2	3	4	5	6	7	8	9	10	N/A
The internship mentor had strong knowledge of the field/subject matter.	1	2	3	4	5	6	7	8	9	10	N/A
The internship mentor showed the ability to guide/teach me.	1	2	3	4	5	6	7	8	9	10	N/A
The organization and mentor were professional.	1	2	3	4	5	6	7	8	9	10	N/A
The mentor took a interest in my professional/academic development.	1	2	3	4	5	6	7	8	9	10	N/A
I was treated with respect.	1	2	3	4	5	6	7	8	9	10	N/A
I would recommend this internship experience to other students.	1	2	3	4	5	6	7	8	9	10	N/A

Did the internship meet your expectations? Please explain.

How could have the internship experience been improved?

Please add any comments regarding the mentor, the internship or your performance. Feel free to attach additional pages if necessary.

What grade would you assign yourself (A, A-, B, C+, etc.) and why?

\_\_\_\_\_  
Student Intern Signature

\_\_\_\_\_  
Date

Please return in person, email or mail to:  
 Department of Art & Art History  
 UMKC  
 5015 Holmes Street, Fine Arts Building #204  
 Kansas City, MO 64110  
 Email: art@umkc.edu

## Internship Agreement

Date \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Credit Hours Completed

\_\_\_\_\_  
Department Advisor

### Internship Information

Area of Internship:  Studio Art  Art History

\_\_\_\_\_  
Term (ex. Spring 2017)

Name of mentor's business or organization (if applicable) \_\_\_\_\_

Is the internship for course credit  Yes  No If so, how many? \_\_\_\_\_

Is this a paid internship?  Yes  No If so, what is the pay? \_\_\_\_\_

Top Three Educational Goals: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Intern's Planned Responsibilities: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Brief summary of the intern's schedule:  
\_\_\_\_\_

\_\_\_\_\_  
*I have read the UMKC Department of Art & Art History Internship Policy and understand the designated roles and responsibilities of such. I will communicate my feedback and concerns that may arise during the course of the internship to the other parties as appropriate.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Mentor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Mentor Email and Phone Number

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Faculty Printed Name

\_\_\_\_\_  
Date

Please attached any supplemental materials as needed (internship description, schedule, etc.)  
Return to FA 204 once all materials are complete (FA 204, fax 816-235-5507 or art@umkc.edu)