

DIVISION OF ART EDUCATION  
DEPARTMENT OF ART  
AND ART HISTORY  
THE UNIVERSITY OF TEXAS AT AUSTIN

**GUIDELINES FOR AED 386  
INTERNSHIP AND FIELD STUDY  
IN ART EDUCATION**

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## **AED 386 INTERNSHIP AND FIELD STUDY IN ART EDUCATION**

### **INTENT AND GOALS OF THE INTERNSHIP**

#### **OVERVIEW AND INTENT**

An internship or field study is a requirement of the Master of Arts in Art Education Program. This internship is designed to give each student in the program the opportunity to experience and investigate a specific environment of art education related to her or his professional objective, or to explore a site that contributes to the student's understanding of the range of possibilities available for educating people in the visual arts. This internship is fulfilled through the course AED 386 (3 credits). It is intended that students in Option A of the Art Education Program fulfill an art education internship within a public or private school environment; students in Option B of the Program complete an art education internship within a museum setting; students in Option C undertake an art education internship at a community-based location. The purpose of the internship is to provide the student with on-site experience that contributes to her or his individually-focused professional development, and expands the student's understanding of art education. For those students seeking State of Texas art teacher certification in conjunction with the MA degree in Art Education, the semester-long Apprenticeship (sometimes referred to as "student teaching") fulfills the internship requirement (AED 386) for the master's degree in Art Education.

#### **INTERNSHIP GOALS**

It is expected that a tremendous amount of learning will occur through a student's participation in an internship. Given the wide variety of possible sites available to students for engaging in an internship, it is difficult to anticipate more than a few of the many learning outcomes that will occur through this experience. However, at a minimum, each student enrolled in AED 386 will:

- become familiar with the professional responsibilities, beliefs, ideas, and vocation-related activities of art education professionals working in this particular internship setting.
- participate in the professional activities of an art educator working successfully in this internship setting.
- recognize the organizational structure and professional interactions that occur between various people and departments within the setting where the internship takes place.
- understand the purpose and function of art education as it transpires within this setting where the internship occurs.

## DESCRIPTION OF PARTICIPANTS IN THE INTERNSHIP PROCESS

**Art Education Faculty Internship Supervisor.** This is the faculty member in the Art Education Division at the University of Texas at Austin who has agreed to act as the internship supervisor of a particular graduate student in art education.

**Intern Supervisor.** This individual is the on-site supervisor of a specific graduate student intern. The Intern Supervisor is employed at the particular internship site and given authorization by the site to supervise the Art Education intern.

**Art Education Intern.** This person is the graduate student in Art Education who is engaged in the internship experience.

## GUIDELINES FOR INTERNSHIP SITE SELECTION

Although students have considerable flexibility in selecting an internship site for AED 386, certain guidelines should be followed when securing an internship location and carrying out this internship experience:

- The student should discuss potential internship sites with one or more faculty members in the Division of Art Education **prior** to selecting a specific internship location.
- All internships must be approved by the Art Education Faculty Internship Supervisor **prior** to the student making any specific outside arrangements with a museum, school, community center, or other potential internship site.
- For the internship to be of most benefit for the student's program of study, students should not register for AED 386 Internship and Field Study until she or he has completed at least two semesters of study (usually 18 credit hours).
- To receive credit for AED 386 Internship and Field Study, the student must be supervised in this internship experience by a specifically designated Art Education Faculty Internship Supervisor. Students must contact the intended supervisory faculty member **prior** to registering for the internship course, to determine if the faculty member is willing and available to supervise this internship.

Once a possible internship site and Art Education Faculty Internship Supervisor have been identified, the student is then given permission to contact the proposed internship site. The student is requested to demonstrate professional demeanor in all contacts with personnel at the internship site.

When verbal approval is given to the student by someone of proper authority at the internship location (Intern Supervisor), the student then requests written permission (a brief note or e-mail will suffice) be sent to the Art Education Faculty Internship Supervisor from the institution where the internship will occur, which confirms the institution's acceptance of the intern for this semester-long or full summer internship.

### INTERNSHIP PROPOSAL

Based on the initial conversation between the student and the Intern Supervisor, the student then composes an **Internship Proposal**, which outlines the following information:

- Description/purpose of the internship experience
- Goals and objectives of the internship experience
- Procedures/activities/responsibilities of the intern
- Dates of the internship experience
- Specific location of the internship experience
- Supervisor(s) of the intern (with professional contact information)

(See Appendices I and II of this document for "Internship Proposal Form" and "Intern and Internship Contact Information Form")

The student must complete and submit an Internship Proposal to both the Intern Supervisor and the Art Education Faculty Internship Supervisor in the **semester preceding the start of the internship**. This Internship Proposal must be approved in writing by the Intern Supervisor and the Art Education Faculty Internship Supervisor. It is the responsibility of the intern to complete the internship registration procedures as described in these internship guidelines.

### JOURNAL OR LOGBOOK

Throughout the time of her or his internship, the intern should keep an on-going journal or logbook of activities undertaken during the internship. This written documentation should contain two specific features. First, the journal or logbook should be a weekly, if not daily, **description** of what duties and activities the intern undertook in the internship experience. What did the intern do? What were the projects and who were the people the intern worked with? The second feature of this journal or logbook is an ongoing **analysis** of what the intern is gaining through the internship experience. What is the intern learning? What, specifically, is the intern encountering in the internship setting that relates to the intern's prior or concurrent university coursework, readings, or class discussion? This analysis helps to make the internship experience most meaningful and fruitful.

It is also suggested that, when possible and appropriate, the intern document her/his internship experience by way of visual images. **However, the intern must check with the Intern Supervisor to see if it is necessary to receive permission to take photographic images of participants in the internship setting.**

### **PROFESSIONALISM**

Interns should enter into and carry out the internship with an attitude that this experience is a critical event in their professional development. It is a time when the intern gains first-hand information about this environment of art education, and oftentimes makes professional contacts that may help her or him to secure a vocational position for the future. It is strongly suggested that the intern seeks to gain as much as possible from this experience and treats all aspects of the internship with professionalism.

There are many short-term or extended internship opportunities available throughout the greater Austin area. While each master's degree student is required to fulfill only one three-credit formal internship experience (AED 386), students may undertake other internships or on-site learning opportunities, if they wish to do so. This provides the student with a more robust view of vocational or avocational possibilities available to them, and helps the student establish a greater number of professional contacts within her or his chosen field and the community.

### **INTERNSHIP SITE AND RESEARCH**

In selecting an internship location, it is recommended that students consider carefully the opportunity this site may afford them in developing their research plan and/or thesis proposal. It is suggested that students consider selecting a specific internship site, and making professional contacts within this location, which may assist the student in establishing a thesis proposal and/or carrying out their thesis research.

### **RESPONSIBILITIES OF THE INTERN SUPERVISOR**

It is expected that an administrator or member of the professional staff at the internship site oversee and direct the work of the intern. This staff member, referred to as the Intern Supervisor, fulfills the following responsibilities\*, leading toward a successful service-learning experience for the intern. The Intern Supervisor:

- collaborates with the intern in designing a program of activities that result in fulfilling the internship goals and objectives.
- provides the intern with a detailed description of requirements and responsibilities the intern must fulfill in order to complete the internship.

- furnishes the intern with a work environment that is conducive for the realization of the goals and objectives of the internship.
- affords the intern adequate supervision in the realization of the goals and objectives of the internship, recognizing that in order to receive credit for AED 386, an intern is expected to complete approximately 120 hours of on-site experience.
- supplies the intern with detailed information about procedures, work code, rules, and regulations of his/her work environment during the internship.
- informs the intern about his/her position or rank in the organizational structure of the work environment during the internship.
- informs the Art Education Faculty Internship Supervisor of any changes made to the initial internship activities, as agreed upon with intern.
- communicates to the Art Education Faculty Internship Supervisor about any problems encountered with the intern or internship experience.
- provides the Art Education Faculty Internship Supervisor with information about the internship in a timely manner, if requested.
- acknowledges internship activities in writing, when requested to do so by the intern or when deemed appropriate as a result of important contributions made by the intern.
- documents the service-learning activities of the intern, and acknowledges successful completion of the internship in writing to the Art Education Faculty Internship Supervisor within one week after the internship is completed.

It is expected that the Intern Supervisor is committed to the professional growth and development of the intern. The Art Education Faculty Internship Supervisor is not obligated to provide the Intern Supervisor with assistance in the day-to-day activities of the internship. Therefore, the Intern Supervisor is primarily responsible for all internship activities at the location of the internship. The Intern Supervisor is responsible for seeking clarity to any aspect of this guideline, as needed, before accepting an intern from the Division of Art Education at the University of Texas at Austin.

\*In some cases, especially regarding art museums, the intern will have applied for and won a formal, pre-designed internship offered by the internship site. When this occurs the responsibilities and the on-site supervision of the internship are pre-established by that institution. In all other respect the responsibilities of the Internship Supervisor should remain consistent with those listed here.

## **RESPONSIBILITIES OF THE ART EDUCATION FACULTY INTERNSHIP SUPERVISOR**

A faculty member in the Division of Art Education who agrees to supervise an Art Education intern is expected to perform certain responsibilities in the process of supervising the internship experience. The Art Education Faculty Internship Supervisor:

- gives final approval of the internship application.
- reviews the progress of the internship experience as arranged with the intern.
- reviews the progress of the internship experience as arranged with the Intern Supervisor.
- is available for meetings concerning internship activities as requested by the Intern Supervisor.
- responds to all issues or concerns pertaining to the internship, as requested by the intern.
- provides counseling to the intern regarding the internship, as arranged at the beginning of internship or as requested during the internship.
- mediates between the intern and the Intern Supervisor, as needed.
- oversees the termination of an internship experience, if requested to do so by the intern or the Intern Supervisor.
- conducts a final evaluation of the intern and the internship experience.
- submits a letter grade (and other forms of evaluation as agreed upon at the beginning of internship) for the intern to departmental academic adviser, upon conclusion of the internship experience.
- submits appropriate letter grade, on-line, for the course AED 386.

The Art Education Faculty Internship Supervisor is responsible for approving an internship application and facilitating the internship process to its desired conclusion.

Art Education faculty members are encouraged to supervise internships for the purpose of providing service-learning opportunities for graduate students in the Division of Art Education. However, supervising an intern is not a supplement for regular Art Education and Visual Art Studies faculty teaching and service obligations. Therefore, faculty supervision of interns is undertaken on a discretionary basis.

## **RESPONSIBILITIES OF THE ART EDUCATION INTERN**

It is the student's responsibility to submit the application for an internship that fulfills the internship course (AED 386), and to complete the agreed upon duties



of the internship. An Art Education intern is responsible for the following aspects of her/his internship. The Art Education Graduate Intern:

- becomes familiar with the contents of the Art Education internship guidelines contained in this handbook.
- identifies an Art Education Faculty Internship Supervisor who agrees to supervise the internship process for this intern.
- seeks the internship location. (This location is identified in the semester prior to the proposed internship.)
- identifies an Intern Supervisor at the internship site who agrees to supervise the intern.
- collaborates with the Intern Supervisor in planning internship activities, and abides by these agreed-upon activities.
- secures or develops a detailed description of responsibilities to be carried out at the internship location.
- requests a detailed description of the code of conduct, rules, and regulations of the institution where the internship takes place. Interns are expected to follow these stipulated procedures and treat all aspects of the internship with professionalism.
- completes and submits the Internship Proposal to the Art Education Faculty Internship Supervisor and the Intern Supervisor (see Appendix I of this document).
- complies with the Art Education internship channel of communication in the process of resolving any issues or concerns that may arise during the internship.
- compiles thorough documentation of internship activities in a journal or logbook, and submits such documents to the Art Education Faculty Internship Supervisor for evaluation at the conclusion of the internship (see section of this document titled, "Evaluation Within the Internship Experience").

The primary goal of the Art Education internship is to provide the intern with a service-learning experience. An internship is comparable to an apprenticeship, in which an individual who is interested in a particular skill or vocation learns directly from an expert in that professional area.

### **INTERNSHIP ACTIVITIES**

Establishing the goals and objectives of an internship is primarily the responsibility of the intern. Therefore, in conjunction with the Intern Supervisor, the intern is expected to determine the essential focus of her/his internship activities. Intended internship responsibilities should be discussed by the intern

with both the Intern Supervisor and Art Education Faculty Internship Supervisor, and documented in the Internship Proposal (Appendix I).

All internship activities should remain within the purview of the initial Internship Proposal drafted by the intern, and as agreed upon by the intern, the Intern Supervisor, and the Art Education Faculty Internship Supervisor. Any significant adjustment made to the internship activities must be agreed upon by the intern, Intern Supervisor, and the Art Education Faculty Internship Supervisor.

#### **LENGTH OF INTERNSHIP**

AED 386 Internship and Field Study in Art Education is intended to be completed in a full academic semester (Fall or Spring) or during the extended summer session (8 weeks). Because of the unique nature of some internship locations, it is difficult to state the precise amount of on-site time necessary for all interns to complete their internship responsibilities. As a general guideline, however, interns should expect to complete approximately 120 hours of on-site experience in fulfilling the three credit internship for AED 386.

#### **COMPENSATION AND BENEFITS**

Internship positions are not paid employment, unless remuneration is agreed upon **in writing** between an intern and the site where the internship occurs. Other benefits, such as health insurance, parking allowances, expense accounts, etc., which may be available to regular employees, are often **not** extended to an intern because her/his involvement with the internship location is temporary. Art Education students interested in participating in an internship position with financial compensation should inquire about such issues at the specific proposed internship location **prior** to initiating an Internship Proposal.

#### **OUT-OF-POCKET EXPENSES**

Most employers have a purchase or acquisition policy in place for all employees and interns. It is the responsibility of an intern to discuss such policies with an appropriate representative of the location where the internship occurs. Out-of-pocket expenses incurred on behalf of an employer may not be refundable.

#### **TERMINATION OF AN INTERNSHIP**

An internship is guided by a set of expectations agreed upon by the intern and the Intern Supervisor, prior to the beginning of the internship. Either of these two parties may fall short of their anticipated professional engagement in fulfilling the internship responsibilities or in their compatibility of working together as colleagues. As a result, it may become necessary to terminate an

internship. An internship may be terminated by the Intern Supervisor or the intern during the stipulated period of the internship. It is requested, however, that any problematic situations which arise be discussed with the Art Education Faculty Internship Supervisor **prior** to reaching a point where a decision is made to terminate the internship. Communication is a strong key in clarifying and ameliorating any disputes or uncertainties. The Art Education Faculty Internship Supervisor should be contacted, should any such disputable situations arise. As previously stated, the intern is requested to demonstrate professional demeanor in all contacts with personnel at the internship site.

### EVALUATION WITHIN THE INTERNSHIP EXPERIENCE

The evaluation of an intern enrolled in AED 386 Art Education Internship and Field Study is based on the intern's quality of participation at the internship site, the documentation of this on-site involvement by the intern, and the Intern Supervisor's written response to the professional work and attitude the intern demonstrates during this internship experience. A letter grade (with the option of + or -) is submitted by the Art Education Faculty Internship Supervisor at the conclusion of the internship. The intern's letter grade is based, unless otherwise arranged, on the following three areas:

- Active and on-going engagement in fulfilling the internship goals and objectives, as recorded in the intern's journal or logbook: 60%
- Professional written and visual documentation of the internship experience, as compiled and presented by the intern: 20%
- Response to the professional work of the intern, as given by the Intern Supervisor: 20%

Each of these assessment areas are discussed, as follows.

#### ACTIVE AND ON-GOING ENGAGEMENT IN FULFILLING THE INTERNSHIP GOALS AND OBJECTIVES

Throughout the internship experience it is expected that the intern participate in a regularly scheduled time of on-site engagements at the internship location. To document the intern's work at the site, the intern should keep an on-going **journal or logbook** of activities undertaken during the internship. This written documentation should reflect a detailed account of what the intern did and learned throughout the internship experience, as well as include reflective analyses of what ideas, information, insights, etc. the intern gained through the internship. This **reflective** record of the intern's activities and learning is central to the internship experience.

At the conclusion of the internship the intern also composes an analytical statement, which addresses whether or not, and if so, how, the specifically stated goals and objectives of the internship (listed in the initial Internship Proposal) were met. Reflecting on and writing about the perspectives held by the intern at the end of the internship, when compared with those expectations expressed at the beginning, should help the intern determine the degree to which the internship was a productive learning experience.

The thoroughness and depth of analyses expressed by the intern through *all* these writings form a major assessment component for AED 386.

**PROFESSIONAL WRITTEN AND VISUAL DOCUMENTATION OF THE INTERNSHIP EXPERIENCE, AS COMPILED AND PRESENTED BY THE INTERN**

At the conclusion of the internship, the intern will show to the Art Education Faculty Internship Supervisor a written and visual record of her or his internship experience. It is recommended that such documentation occur in the form of a portfolio or notebook, assembled by the intern in a professional manner. Rather than compile this performance narrative and analysis at the conclusion of the internship, it is strongly recommended that work on this document be done by the intern throughout the internship experience. This portfolio or notebook should contain such things as, (a) photographs or visual documentation of the experience (with written permission); (b) examples of learning outcomes demonstrated by those with whom the intern worked (if applicable); (c) an analytical statement, written by the intern, which addresses whether or not, and if so, how, the specifically stated goals and objectives of the internship (listed in the Internship Proposal) were met; and (d) a letter, written by the Intern Supervisor, which documents and evaluates the intern's professional work at this internship site.

**RESPONSE TO THE PROFESSIONAL WORK OF THE INTERN, AS GIVEN BY THE INTERN SUPERVISOR**

At the conclusion of the internship, it is requested that the Intern Supervisor write and send a formal letter to the Art Education Faculty Internship Supervisor, which contains a clear and concise evaluation of the intern's professional work at the internship site. This letter may address such matters as the intern's professional attitude and demeanor, punctuality, responsiveness to tasks that are given, ability to work on their own, ability to work collaboratively, communication skills, overall strengths and areas needing attention, ability to initiate tasks and solve problems, and, if possible, a statement regarding the potential success of this person working within a similar professional setting in the future. A copy of this letter should also be given to the intern, so that it can be

submitted as part of the professional written and visual documentation of the internship experience, as compiled and presented by the intern.

### **EXEMPTIONS FROM THE INTERNSHIP EXPERIENCE (AED 386)**

An internship or field study is a specified component of the Master of Arts in Art Education Program. This internship is designed to give each student the opportunity to experience and investigate a specific environment of art education related to her or his professional objective, or to explore a site that adds to her or his understanding of the range of possibilities available for educating people in the visual arts. For this reason, all students enrolled in the Master's Degree Program in Art Education at the University of Texas at Austin are expected to fulfill an internship or field study (AED 386) as part of their MA degree program. A student who seeks an exemption from AED 386 Internship and Field Experience in Art Education must submit the following: A letter, written to the Graduate Advisor in Art Education, which details (a) specific reasons why the student is seeking an exemption from the required internship experience, (b) the particular course within the Division of Art Education the student will enroll in as a replacement for AED 386, and (c) why this AED replacement course is of greater benefit to the student's academic program than it would be to engage in the internship experience. The Graduate Advisor in Art Education, in consultation with faculty members in the Division of Art Education, will render a decision about whether or not to approve this exemption proposal.

For those students seeking State of Texas art teacher certification in conjunction with the MA degree in Art Education, the semester-long Apprenticeship (sometimes referred to as "student teaching") fulfills the internship requirement (AED 386) for the master's degree in Art Education. Students who complete the Apprenticeship for State of Texas art teacher certification are required to meet with the Graduate Advisor in Art Education to identify a replacement course for AED 386, in order to complete the 36 credit hours necessary for the MA degree in Art Education.

**APPENDIX I****DIVISION OF ART EDUCATION  
DEPARTMENT OF ART AND ART HISTORY  
THE UNIVERSITY OF TEXAS AT AUSTIN****INTERNSHIP PROPOSAL FORM**

Name \_\_\_\_\_ UT EID \_\_\_\_\_ Date \_\_\_\_\_

The intern should give a clear and concise statement of the following (2 pages):

- Description/purpose of the internship experience
- Goals and objectives of the internship experience
- Procedures/activities/responsibilities of the intern
- Dates of the internship experience
- Specific location of the internship experience
- Specific Supervisor(s) of the intern

A copy of this completed information should be given to and retained by the following:

- Intern
- Intern Supervisor
- Art Education Faculty Internship Supervisor
- Graduate Coordinator

**APPENDIX II****DIVISION OF ART EDUCATION  
DEPARTMENT OF ART AND ART HISTORY  
THE UNIVERSITY OF TEXAS AT AUSTIN****INTERN AND INTERNSHIP CONTACT INFORMATION**

Name \_\_\_\_\_ UT EID \_\_\_\_\_ Date \_\_\_\_\_

Please provide the following contact information:

**Intern**

Name

E-mail address

Phone number

**Intern Supervisor**

Name, Professional Position

Work Address

E-mail Address

Phone number

Fax number

**Art Education Faculty Internship Supervisor**

Name

Work Address

E-mail Address

Phone number

Fax number

A copy of this completed information should be given to and retained by the following:

- Intern
- Intern Supervisor
- Art Education Faculty Internship Supervisor
- Graduate Coordinator