

ARTH 403 (3 credits)
Internship Agreement Form

Application Deadline: Completed applications must be submitted by the **FIRST DAY of the exam period** before the term in which the internship will take place.

General Guidelines:

1. Students must be in their third or fourth year of study (fewer than 33 credits remaining in degree program).
2. Students must be registered in an Art History major program (Art History, Art History and Film, or Art History and Studio Art). Independent students may not register for internships.
3. Students must have a cumulative GPA of 3.00, or a GPA of 3.30 in recent terms.
4. Completed applications must be submitted by the **FIRST DAY of the exam period** before the term in which the internship will take place.
5. Internships must be unpaid.
6. The internship must be minimum 75 hours, and maximum 90 hours over the duration of the term (approximately 15 weeks, can be condensed during the summer term).
7. Summer Term internships must be completed in the **first** summer term, and all work must be completed by the end of the first summer term exam period.

**Name of the
Student**

Student ID #

**Beginning and
end date of
Internship**



1455 De Maisonneuve Blvd. West, EV 3.809, Montreal, Quebec, Canada H3G 1M8 art-history.concordia.ca
Tel 514-848-2424 ext. 4700 Fax 514-848-4584

Estimated
number of
hours/week

Name of the
External
Supervisor

Position

Organization

Address

Telephone

Email

Internship Objectives

To be completed by the Student in consultation with the External Supervisor

Describe the organization and its principal activities:



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Describe the learning objectives of the internship (e.g.: to learn museum practices, gallery outreach, to obtain opportunities to practice advanced research skills, etc.):

Describe the principal tasks of the student (projects undertaken, duties, responsibilities). Please be **as specific as possible** by including the names of exhibitions, or publications the student may be asked to contribute to. **Please also give an estimate indicating the percentage of time that is likely to be spent on each task (attach a separate sheet if necessary).**

In the event that the province imposes a lockdown due to the pandemic, can the internship be continued online? **Yes or No**, and if "yes", how will supervision be facilitated?

The student agrees to work on the tasks described above under the supervision of the external supervisor, and will complete:

- A "mid-term report" questionnaire (to be signed by the external supervisor).
- A final report and presentation.
- Other course work to be determined.

Student Signature: _____ Date: _____



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External Supervisor Declaration

The External Supervisor agrees that the above information is correct, and will provide adequate training and feedback to the student in order for them to complete their tasks. In addition, the external supervisor agrees to:

- 1) Review and sign the student's short "mid-term report" questionnaire (to be returned to the student).
- 2) Complete a final evaluation questionnaire (to be emailed directly to the Faculty Supervisor – upd.arthistory@concordia.ca - by the end of the internship).

Signature of External Supervisor: _____ **Date:** _____

Signature of Undergraduate Program Director: _____

Date: _____

Signature of Department Chair, Art History: _____

Date: _____



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