

**Department of Art
The American University
Fall, 2007**

**Internship
ARTS-691
Professor: Luis Silva**

Contact Info:

Katzen 101
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Overview

The internship at Pyramid Atlantic has two primary components. It is designed to provide you with significant work experience (180 hours during the semester) in a professional exhibition gallery and printmaking facility, carrying out assignments related to the your chosen academic field. It also entails a set of academic requirements that give you the opportunity to study and understand the contemporary art and print world and, in particular, your place in that field.

The Work Experience

A. The Employer

You must complete a minimum of 15 hours of work each week for 12 consecutive weeks at your place of work. These hours should not be spread over more than three days a week. For your own protection, try hard to limit your work to the agreed upon hours. Remember, you have other classes and other responsibilities that you also must take care of.

An internship stems from the collective effort of you, the university, and your employer. It presents an atmosphere for you to work in collaborative, independent, and supervised situations. As part of the internship, you will be interacting with the gallery's owner/director, staff, critics, collectors, and artists. Keep in mind the professional atmosphere of this exhibition venue and understand your role and responsibilities in relation to that of others who you will be working for and with. Although this is an academic internship, you are no longer in a formal educational environment that specifically services your needs and your comportment must be measured. Try and pick up cues for appropriate behavior in the workplace and act accordingly.

One way to make the transition from school to work is to establish a mentor within your internship. Although it is usually expected that this will occur with your supervisor, co-workers can often serve as effective mentors as well by providing you with guidance through their own experiences within the work place.

The internship experience presents an exciting opportunity for you to build a bridge between your academic background and your future career. Use your internship to further your classroom knowledge by applying what you've learned in school to an actual work setting. In addition, you will be involved in projects and assignments that

provide you with a working knowledge of contemporary art, criticism and curatorial and private exhibition practice that will be of substantial use to you in pursuing a career in the arts. The coming months can also be a time of self-reflection that should provide you with insight and greater awareness of your skills, education, experience, and your own creative process. You have the advantage of exploring a career option, examining the work environment it offers and the critical and creative influence that you can draw from it. This experience will be as rewarding as you make it.

In order to perform effectively make sure you understand your assignments before tackling them. If you need clarification, do not hesitate to ask your supervisor. Their job is to help you! Make every effort to complete tasks ahead of schedule. This way you will be giving your supervisor an opportunity to check your work and allowing yourself enough time for last minute revisions. This pacing will be greatly appreciated by your workmates. The best thing you can get out of this job is an interesting, educational experience and a strong recommendation from your employer, so work for that.

Finally, other important characteristics on the job include a good sense of humor, a willingness to be flexible, to be cooperative and to go above and beyond the basics of an assignment, and a propensity towards self-reliance and general resourcefulness.

B. The Career Center

During the fall, make an appointment at the Career Center (x 1804) for a resume critique and update your profile in AU CareerWeb. You should have gotten an email at the beginning of the semester with your AU CareerWeb user name (your AU email address) and a temporary password. If you need this password to be emailed to you again, go to the Career Center Web site and click on the "Forget Password" link.

With your password, click on the "Student Login" button on the Career Center Web site: <http://www.american.edu/careercenter>. Once you have logged in, change your password and enter your personal and academic information. Under the Privacy tab, you can choose to receive targeted emails from the Career Center alerting you to events and Hot Jobs and Internships that may be of interest to you. You should also upload your resume after you have reviewed it with an advisor in the Career Center. You will need a resume posted on AU CareerWeb in order to register for the Job & Internship Fair and to apply for advertised positions.

You can also take advantage of Career Center events, which provide you with invaluable career guidance and opportunities (e.g., Job and Internship Fair for which you must pre-register, Resume Critique, etc.). You may choose the events you want to attend from the listings found on <http://www.american.edu/careercenter/events.html>.

Marie Spaulding (x1799) is your contact at the Career Center. She is located in the same building as the bookstore on the 5th floor. The center has a number of programs designed to help you. You are encouraged to take full advantage of them.

Should a discrepancy occur between your job description and your actual duties or your hours worked, an intolerable personality conflict arise, a communications break down occur, or any uncomfortable situation present itself, bring it to my or Marie's attention at once. Addressing issues early may prevent major problems from developing and can salvage otherwise disastrous situations.

The Academic Experience

A. Initial Meeting

Before **Friday, September 7th**, it's important that we meet either in person or by telephone to discuss your internship. This will allow us to go over any questions that you may have about your experience at Pyramid Atlantic and review the terms, meeting dates, assignments and due dates for what is expected of you academically as part of this internship.

B. Academic Written Assignments

Because this course has no exams, your written assignments will be extremely important. They must be well written and handed in on time (Each week that an assignment is late will cost you one letter grade).

All assignments must be typed, double-spaced, pages numbered, and on white paper. **Proofread carefully.** Grammatical and typographical errors will factor into your grade.

Assignments are due into my office in Katzen 101 by the designated dates and must be accompanied by an email notification to protect you against administrative oversights. Each paper must also include your name, home, work, and cell numbers, and best times to reach you at each. Also list your name, paper title, email address and the telephone number of your immediate supervisor.

1. **Learning Objectives/Organizational Analysis:** **Due Date: Friday, October 5th (4-5 pages)**

This paper has two parts. In Section I discuss why you chose the organization to undertake this internship and what you hope to gain from your experience. This paper may be informal, yet must be well thought out. One to three pages should suffice for this section. In Section II you will write about your internship organization. This means that you will have to become very familiar with your work site. This part of the paper should be about three to four pages and should include:

- a. a brief history of the organization -- why, when, how it began;
- b. a description of the Pyramid Atlantic's goals and objectives; (what it does, where it wants to go, what it stands for, and other information of this nature;

- c. a description of the artists served by the facility;
- d. a description of how Pyramid Atlantic interacts with arts and media organizations
- e. a description of your role in the organization (your duties, responsibilities, opportunities, etc.)

2. **Research Paper/Professional Project:**
Due Date: Friday, December 7th (8-10 pages)

This paper, about 8 to 10 pages, will detail an internship assignment that you undertake while you are at the gallery. It is a good idea to begin thinking about your assignment(s) from day one, and to discuss them with your supervisor as soon as you are comfortable with him or her.

The internship assignment that you select to focus on for this paper should target an operational aspect of the organization and should maximize your internship experience, benefit the organization, provide you with a special work product for your portfolio, and allow you to sit down with your supervisor and analyze a major need of the business. Examples of projects you might undertake include writing a grant proposal, researching an area of interest to the function of the gallery (such as contemporary artists), preparing a public relations plan, drafting statements or preparing profiles on gallery artists or exhibitions, producing the components for a web site, preparing press releases or other communications, developing a publication or brochure, or collaborating with Pyramid artists in a collective endeavor. You will function as a consultant and in so doing address a need identified through your conversations with your supervisor.

In turn, the paper that you then file with me will detail the scope and execution of the assignment and should include the following:

- a. a thorough and detailed description of the assignment with projected goals and objectives
- b. a full biography of any artists involved in the assignment
- c. a detailed critical analysis of any work or body of work that is associated
- d. a discussion of the impact of this assignment (as it relates to media coverage, collecting practice, overall public perception, exhibition practice, etc. – how did it affect the gallery or any artists involved?)

The paper topic (specifically the assignment that you choose to write about) must be presented to me for approval by email **no later than Friday, November 9th**. However, you should begin discussing this assignment with your supervisor as early as possible to ensure that you have enough time to thoroughly understand and complete it. Keep in mind that success in this regard often requires a through understanding of the organization, its policies, and problems. Work closely with your internship organization's supervisor and staff to improve your writing, research methods and problem-solving abilities. This is your chance to make the gallery happy you were there!

3. **Self-Evaluation:**
Due date: Monday, December 10th (2 pages)

This assignment should be written from a career development perspective. It is your chance to review the ways in which you benefited from your experience. Please include constructive criticism, if you think it is appropriate. Please answer the following questions in your evaluation:

- a. What new skills and abilities did you acquire and/or improve?
- b. How were your expectations for the internship met? Has your initial impression of the gallery changed?
- c. How do you think your presence impacted the office and/or gallery? What do you think was your greatest contribution to the organization?
- d. What was your biggest challenge at your internship? What did you learn from this challenge?
- e. How well do you think the organization used your skills in relation to your job description? What are your suggestions for improving this internship?
- f. What did you learn about yourself, your career plans and your own creative work from this experience?
- g. Write a sentence that would fit into your resume that describes your internship experience and responsibilities.

Academic Integrity

Violations of the Academic Integrity Code will not be treated lightly, and disciplinary action will be taken should such violations occur. Please read the code and ask me any questions you may have as to how it relates to this course and its requirements and assignments. The University has asked each faculty member to include the following statement in each syllabus: *"Standards of academic conduct are set forth in the University's Academic Integrity Code. By registering, you have acknowledged your awareness of the Academic Integrity Code, and you are obliged to become familiar with your rights and responsibilities as defined by the Code. Violations of the Academic Integrity Code will not be treated lightly, and disciplinary action will be taken should such violations occur. Please see me if you have any questions about the academic violations described in the Code in general or as they relate to particular requirements for this course."*

Grading

A. Job Performance	40%
[Note: Your supervisor will be asked to submit an evaluation sent out by the Art Department for both your midterm and final]	
B. Research Project	40%
C. Learning Objectives/Organizational Analysis	10%
D. Self-Evaluation	10%

Late papers will be graded down a full grade for each week they are late. Papers that are more than a week late require prior discussion and approval.