

CULTURAL STUDIES
Media Studies
Museum Studies

INTERNSHIP HANDBOOK



Internship Guidelines

Goals

- To provide educational work experiences by learning roles, duties and responsibilities of the position
- To integrate classroom knowledge into the work environment
- To assist the student in professional growth
- To help further the student's experience in chosen field of emphasis
- Enrich the organization by bringing new ideas in collaboration with the organization

Internship Protocol

- The internship is a degree requirement for all Cultural Studies Museum Studies students at Claremont Graduate University, and is encouraged but optional for Media Studies students, and students in the program generally.
- Internships are encouraged after the first year of coursework has been completed.
- Interns must receive written approval from the department chair PRIOR to the start of actual field experience.
- **Internships can be part-time or full-time for minimum of 8-10 hours per week to total a minimum of 100 hours.** Normally students will complete their internship in one semester unless otherwise approved by the department.
- Internships should be compatible with the student's chosen career specialization within the major.

Application Process Time Line

The following Guidelines are for planning purposes.

At least 2 Months prior to the start of the internship:

- Begin searching for internship possibilities
- A binder of organizations that typically offer internships and/or organizations that have officially partnered with CGU in the past to provide internships for the Museum Studies/Media Studies students will be available in the Arts and Humanities Office.
- Internship options are also available through the CGU Career Center website
- Contact a chosen organization to inquire about internship possibilities, requirements, timelines etc. if not already established.
- **Note:** If an organization that you are interested in provides an unpaid internship, CGU may be able to assist in providing a stipend. You must submit a request for a stipend as soon as possible to be considered for financial assistance.

4-5 Weeks prior to start of internship

- Submit a completed **Student Agreement Form** to the Arts and Humanities Office for final approval (See Appendix A)

- Together with the Student Agreement Form, present the internship job description, on agency letterhead, to the Arts and Humanities Office for approval
- Upon approval, register for CLST 372 for 2 or 4 units. For students wishing to complete an official internship but who do not want to enroll in internship units, you may request that completion of the internship appear on your transcript as a research tool. Please be sure to make this request to the chair and to follow up upon successful completion of the internship with a request to have it recorded as a research tool on your official transcript. (See "Research Tool" form, Appendix C)

3-4 Weeks prior to start of internship

- Make sure you have received final approval from the Arts and Humanities Office
- Make sure all arrangements have been made and confirmed with your internship site

Student Goals and Objectives

Clearly stated goals and objectives will allow you, your faculty advisor and agency supervisor to better evaluate the effectiveness of the Internship Experience. You are required to prepare a 'joint' set of goals and objectives with your agency supervisor in the first week of your internship.

The written goals of your internship experience should be: 1) observable, 2) measurable, and 3) attainable. Goals should be broad based and focus on what you, as the student, will learn from the experience. These goals may be perceived as broad statements of intent and will serve as guidelines to help you maintain a focus throughout the field experience.

Objectives: Objectives are specific statements or examples of how you will accomplish these goals. They should reflect actions or behaviors that are measurable, they may describe what, when, where, with whom and/or how well the task/behavior is to be performed. Upon completion of the field experience, you should be able to examine your objectives and determine the extent to which you have met those intentions.

Grading and Evaluation

- Students are required to select and read three books in their field that are relevant to his/her internship and write a brief critical review on a related topic.
- Students will keep a journal tracking the internship experience.
- Students will complete and submit a final project or paper on an approved topic within one month of completion of the internship.
- Directed internships are graded pass/fail unless the instructor and student agree that it will be a letter grade.

Agency Selection

A list of suggested organizations will be contained in the Internship Binder housed in the Arts & Humanities Office. It is recommended that you talk to faculty and fellow students to help determine which agency will serve as the best possible host for your internship.

Though the faculty and staff are here to guide you in finding possible internships, it is ultimately the student's responsibility to find a suitable internship within the required time frame.

Insurance: Liability and Health

Each intern is responsible for his/her own personal liability and health insurance.

Application

All forms must be filled out in their entirety, and submitted by set dates:

- Internship Student Agreement Form (4-5 weeks prior) (Appendix A)
- Job description on agency letterhead (4-5 weeks prior)
- Internship Evaluation Form (upon completion of internship) (Appendix B)

Internship Responsibilities

- To be determined in conjunction with your internship supervisor.

Student Responsibilities

To the University:

- Obtain a copy of the Internship Handbook and be knowledgeable of all material therein
- Sign and return agreement to the Arts and Humanities Office
- Develop goals and objectives with the agency supervisor during the first week of the service
- Meet with your advising faculty member at least once during the internship
- All log sheets, goals and objectives, and evaluations must be signed by the agency supervisor or their representative, before being submitted to the Arts and Humanities Office
- Read 3 books about the field relevant to the internship setting and write a brief critical review
- Complete and submit a final project agreed upon by the student, agency and advising faculty member within one month of completion of internship.

To the Organization:

- Student should understand that the internship is a professional experience, and perform accordingly
- Conform to the regulations and policies of the agency/organization
- Serve as a vital member of the agency, ask questions, provide input, make evaluations as requested
- Notify the agency supervisor, in advance when possible, of any absences or tardiness from scheduled work hours

- Accept the agency's philosophy, methods, leadership, and programs. Provide suggestions if requested by the agency supervisor.
- Consult with the agency supervisor in the event of any problems or concerns related to the internship
- Complete all assignments and responsibilities as requested by the faculty advisor.
- Provide the agency supervisor with all necessary paper work and forms at least one week in advance of the due dates so evaluations and other responsibilities may be completed. It is the student's responsibility to see that paper work is completed on time
- Provide the agency with a copy of the final project upon completion of the internship

Agency/Organization Responsibilities

To the Student:

- Provide a quality opportunity for growth and experience compatible with the student's current course of study
- Confer with and assist the student in the development of measurable goals and objectives within the first week of the internship experience
- Complete and sign requested forms in a timely manner

APPENDIX A



Claremont Graduate University Internship Student Agreement Form

Claremont Graduate University anticipates that the internship experience provides each student, with a valuable opportunity to apply and augment the knowledge obtained in the classroom. **You are required to complete a min. of 100 hours during the course of your internship.** This form must be submitted for approval before you begin your internship.

Student Name (please print)

Department

Name of Faculty Advisor (please print)

Number of Units Requested

Term:

Internship Organization Name & Location

Name of Supervisor (please print)

Total Hours to be Worked

Anticipated weekly schedule

Paid/Unpaid

If paid, describe method

Please attach internship description from organization/agency (on letterhead) to this form before returning to Arts & Humanities office.

Student Signature: _____

Date:

Internship Supervisor Signature: _____

Date:

Departmental Approval: _____

Date:

APPENDIX B



SCHOOL OF ARTS & HUMANITIES
INTERNSHIP EVALUATION FORM
CLAREMONT GRADUATE UNIVERSITY

Name of Student:

Sponsoring Organization:

Address:

Supervisor:

Contact Number:

E-mail Address:

Internship Dates:

May we continue to refer you and your organization for future internship placements for Arts & Humanities Students?

Yes

If yes, please indicate who to contact (in addition to yourself)

Please list any future internship opportunities your organization maybe willing to offer

No (If no, Please share comments)

Comments and Evaluation of Student's Performance

The Student-internship should be understood and evaluated as a professional experience, including the expectation that the student has completed a **minimum of 100 hours** of experience in your organization.

Please evaluate the contribution of the student intern according to particular activities and/or duties held in your organization. Please also include any areas of improvement that you would like to see in future interns if you or your organization decides to host other interns in the future.

This form can be used as a guide in evaluating the performance of the student intern for your organization. Please feel free to write a personal letter of evaluation for the student if you prefer.

How would you assess the student's overall performance as an intern for your organization?

- Excellent
- Very Good
- Good
- Average
- Satisfactory
- Fair
- Poor

Internship Site Supervisor Signature

Date

Contact Information:

School of Arts and Humanities
121 East Tenth Street
Claremont, California
91711
(909) 621-8612 (phone)
(909) 607-1221 (fax)

APPENDIX C

STUDENT INFORMATION

Last Name: _____ First Name: _____

CGU ID # 254 _____ Academic Dept: _____ Degree: _____

Instructions: Upon the successful completion of each Research Tool, a form should be completed, approved by the academic department and submitted to the Office of Admission and Records for recording. A separate form for each Tool accomplished is required.

RESEARCH TOOL (check & complete the appropriate line)

_____ Foreign Language: _____ Date Passed: _____

_____ Exam: _____ Date Passed: _____

_____ Course Subject & Catalog #: _____ Semester Taken: _____

Course Title: _____

Instructor's Name: _____ Grade: _____

Comments - Indicate below the method used e.g. individual examination, national test, etc.

ACADEMIC DEPARTMENT APPROVAL

- If a course was taken in lieu of an exam, please check this box:
In this case, an Examining Faculty's Signature is not required (the Advisor & Dean signature is required).
- If the Examining Faculty Member and the Faculty Advisor are the same person, please check this box:
In this case, the Faculty Advisor need only to sign in the Advisor's section.

We acknowledge this student has completed the research tool indicated above.

_____	_____	_____
Print Examining Faculty Name	Examining Faculty's Signature	Date
_____	_____	_____
Print Faculty Advisor Name	Faculty Advisor's Signature (always required)	Date
_____	_____	_____
Print Academic Dean's Name	Academic Dean's Signature (always required)	Date

For Student Records Office Use:

Processed by (Data Services): _____