INSTRUCTIONS
Prior to the start of your internship, you will need to complete a three-party Learning Contract. You are required to return the contract with signatures before the first hour of work is completed. For your internship to be evaluated and graded, you must submit an Internship Evaluation Portfolio of the following materials to your AAD 499 Internship Supervisor the last week of classes. After submitting your portfolio, schedule an appointment with the Director of Undergraduate Studies during finals week to review your internship experience, and assign you a grade of Pass or Fail. Since the AAD 499 Supervisors rarely visit students on-site, it is important that these materials be well prepared.

INTERNSHIP EVALUATION FORM
Near the end of your internship, you should ask your On-site Supervisor to evaluate your performance by completing his or her Supervisor Evaluation Form. At the same time, you should complete your Student Evaluation Form, and then schedule an Exit Interview with your On-Site Supervisor to review how the two of you have perceived your internship experience. Both of these forms should then be included in your Internship Evaluation Portfolio. The Learning Contract and Evaluation Forms can be found on the Arts Administration Program’s web site.

WORK SAMPLES
While in the process of your internship, you should be collecting work samples on any projects you are involved in. These work samples might include press releases, brochures, posters, public service announcements, schedules, newsletters, databases, fundraising materials, etc. You should either be involved in the creation of the materials you choose to include or they should represent a project you were apart of.

PHOTOGRAPHS
During your internship you will need to upload 3 photos with captions to Facebook, Twitter or Instagram. If using Facebook please post your pictures to the UK Arts Administration Page using the hashtag #UKArtsAdmin. If using Twitter please post to @UKAAD using the hashtag #UKArtsAdmin. If using Instagram please use the hashtag #UKArtsAdmin. Please also include screenshots of all 3 of your posts in your final portfolio. The photos should be either pictures of you working on a project or of a project you are working on. If you do not have one of these accounts please email the photos you would like to share with a caption to karen.munnelly@uky.edu

REFLECTION PAPERS
Over the course of the semester you will complete 4 short reflection papers. Each paper should be double-spaced in 12-point type, with one-inch margins. The lengths listed below are minimum requirements. You may write more if you wish. All papers should be submitted to the Canvas dropbox prior to the end of each due date. Please see the official syllabus on Canvas for due dates.
**Paper 1**  
*Write 300-600 words in response to the following:*  
Describe why you think this internship is a good fit for your career goals. How do you anticipate the majority of your time at work will be spent? What type of work do you hope to be doing?

**Paper 2**  
*Write 300-600 words in response to the following:*  
How is your internship aligning with your expectations? Do you have concerns? Are you finding the work valuable in relation to your future career goals? Are you utilizing skills obtained in your coursework?

**Paper 3**  
*Write 300-600 words in response to the following:*  
Everyone has both strengths and weaknesses. Understanding what yours are can help you develop as an arts administrator. What have you learned about your strengths and weaknesses during your internship? What areas do you think you need to further develop?

**Paper 4**  
*Write 600-900 words in response to the following:*  
Was this internship a good fit for your career goals and personality? Consider factors such as organization type, internship position, organizational culture, budget size, staff size, location, artistic quality, etc. Realizing an internship was not a good fit is not a negative. It is important to realize why an internship was or was not the right fit in order to understand what types of positions you would like to pursue in the future. What was the most valuable piece of knowledge you will take away from your internship and how will it help you achieve your future career goals?

**GRADING**  
You must work at least 50 hours for each credit earned. Your On-site Supervisor confirms on your Supervisor Evaluation Form the number of hours that you worked. If you are short hours you will receive a failing grade.

**All Internship requirements must be completed during the semester enrolled.**  
A successful Internship will include:
- Completion of all contracted hours
- Attendance at all 4 monthly meetings (alternate assignments will be made for students involved in fulltime internships outside of the Lexington area)
- Completion of 4 reflection papers
- Completion of the Internship Evaluation Portfolio
  - Student Evaluation Form
  - Supervisor Evaluation Form
  - Exit Interview with on-site supervisor
  - Work Samples
  - Screen shots of the three Photographs posted to Facebook, Twitter or Instagram using the hashtag #UKArtsAdmin
• Completion of an Exit Interview with the Director of Undergraduate Studies

Please be aware that your UK Internship Supervisor may retain all, or portions of the materials that you submit. Do not submit one-of-a-kind materials that you wish to retain for your personal files.