Internship Checklist

The Arts Administration Department has created a checklist to help you have a successful Internship.

Semester Prior to Taking AAD 499

- Begin thinking about your Internship
  - Where are my interests
  - Would I like to have an Internship in Lexington or elsewhere
  - Are my experiences diverse
- Review the Internship Syllabus and Evaluation Instructions

- Meet with Professor Karen Munnely, the Director of Undergraduate Studies, to discuss Internship options
  - Bring the following materials to the meeting
    - Questions you have regarding Internships
    - Opportunities you are interested in
- Pursue your chosen Internship
  - Prepare a Cover Letter and Resume
  - Contact References for letters of support
  - Gather Professional Portfolio materials
  - Contact the Organization you’re interested in interning with
  - Set a meeting to discuss your qualifications

- Learning Contract
  - Download and complete the Learning Contract
  - Gather signatures
  - Turn in the completed Contract - Fine Arts Building Rm. 205

During Registration

- Register for AAD 499 Internship in Arts Administration by the deadline to Add a Class (see the UK Academic Calendar)
  
  Note: You will receive an email when you can register for the course
  - Make sure to register only for the number of Internship hours you will be able to complete
    - 1 credit hour = 50 working hours
    - 2 credit hours = 100 working hours
    - 3 credit hours = 150 working hours

Internship Semester

- Log into Blackboard to complete any assignments related to your Internship
- Collect the following materials for your Internship Evaluation Portfolio Review
- **Student Evaluation Form**
- **Supervisor Evaluation Form**
- Exit Interview with on-site supervisor
- End Paper, reflecting upon the Internship experience
- Work Samples
- Ten Photographs

- Schedule an Exit Interview with Professor Munnelly, Director of Undergraduate Studies, for Finals Week.

**Finals Week of the Internship Semester**
- Meet with Professor Karen Munnelly for your Exit Interview
  - Bring your Internship Evaluation Portfolio to the meeting for review.