

UK School of Art & Visual Studies Internships Information for Employers

Thank you for considering employing one of our talented students in an internship position. This document is a brief outline of the expectations and parameters when hiring one of our creative students.

Expectations of the Internship Employer

- Provide a job description that outlines internship duties
- Provide a positive, professional real-world learning experience for the student
- Give mentorship and guidance on practical and general professional skills in the field
- Provide training and tasks that are in line with the job description and the learning objectives
- Provide feedback for improvement on assigned duties and learned professional skills
- Complete a mid-semester check-in assessment for the Internship Coordinator & grading purposes
- Complete an end of semester assessment questionnaire for the Internship Coordinator & grading purposes
- Agree to possible site-visit by Internship Coordinator, if requested
- Adhere to the federal guidelines regulating internship programs under the Fair Labor Standards Act

Expectations of the Student

- Carry themselves in a professional manner (Proper attire, on time, keeps commitments, completes tasks in a timely manner, communicates well, business etiquette etc.)
- Display a positive attitude and pleasant manner; take a solution-focused approach to problems; maintain self-control under stressful situations
- Have an openness and eagerness to learn and apply new skills; accept feedback; apply feedback to improve performance; and have a desire to contribute to the company success
- Be productive, maintain work ethics, and have a commitment to quality of work and attention to detail
- Take initiative where appropriate, ask for help when needed
- Be open to new ways of doing things

At SA/VS we offer the following degrees: **BS in Digital Media and Design; BA Art Studio; BA Art History & Visual Studies, and BA Art Education.** Following are *some* of the areas of focus where our students might be a good fit:

Graphic Design
Web Design
Photography
Videography
Post-Production

Photoshop
Illustrator
Marketing / Social Media
Content creation
Digital Storytelling / Documentation

Types of Internships

- A-S 399 Experiential Education / Creative with portfolio: Student produces work for portfolio evaluation.
At least 70% of the job is producing creative work.
- EXP 396 Experiential Education / Workplace experience in the industry w/o portfolio evaluation.
- A-H 399 Gallery and Museum Internships: Usually Art History and Visual Studies majors.

Course Credit Hours

Fall and Spring Semesters: up to a 16-week assignment

Summer Semester: usually 4 to 8-week assignments, but possibly 12 weeks

1 credit hour = 48 work hours

2 credit hours = 96 work hours

3 credit hours = 144 work hours (Fall & Spring semesters approximately 10 hours per week)

For the purposes of the internship, all work must be executed during the semester the student is enrolled in the course.

Internships can be paid or unpaid. The rate of pay varies from an hourly rate to a set stipend. We would love for our students to be paid for their contribution where possible, and fully support unpaid positions too where they are getting school credit.

Contact: lee.ann.paynter@uky.edu regarding SA/VS Internships