

# SA/VS Internship Learning Contract

## Instructions

Once you have acquired and internship position and would like to receive academic credit:

1. Contact Professor Lee Ann Paynter and set up a meeting. [lee.ann.paynter@uky.edu](mailto:lee.ann.paynter@uky.edu)

**\*\*In that email include the job description supplied by the employer.**

2. Complete your portion of this contract on pages 1 & 2. Learning Objectives should be written by you and relate directly to the duties that you will perform. This info will be extrapolated from the job description provided by the employer and from your interview with them. There are tips on the SA/VS Internship page: <https://finearts.uky.edu/savs/internships-and-opportunities>

3. Be sure to read and COMPLETE pp 1 & 2. **Save the document:**


**"LastName\_FirstName\_InternshipLearningContract"**

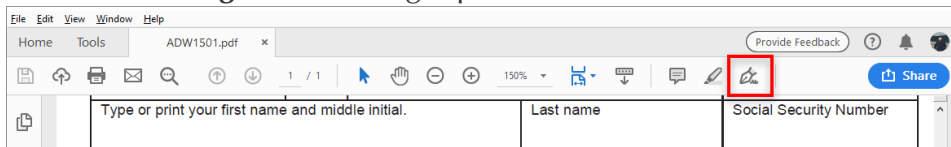
4. In your meeting with Prof. Paynter you will review and refine the Learning Objectives, as well as agree on your deliverables at the end of the semester. Once approved and / or revisions are made, sign in the appropriate place. (see below on how to sign)

5. **Email this form to your potential employer and CC Prof Paynter in that email, introducing her as the contact at SA/VS and your faculty Internship Sponsor.** In that email, ask them review the form, add their info on page 3 and sign on page 4, then return the form to you and Prof. Paynter

6. Prof Paynter will review and sign the form, then pass it along to the Director of UG Studies for approval signature, and to the SA/VS Academic Advisor so you can be added to the appropriate class.


**To** 1. Open the PDF document or form that you want to sign in Adobe Reader.

2. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.



3. The Fill & Sign tool is displayed. Click **Fill and Sign**.

4. The form fields are detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box, the cursor will be placed at the right position automatically.

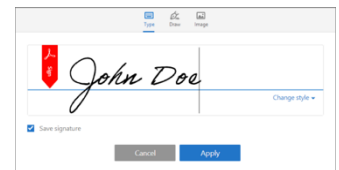
5. Click the **Sign** icon  in the toolbar, and then choose to add your signature.



6. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. To the right is an example of the Signature panel.

7. To move the placed signature if needed, click the field to highlight it and then use the arrow keys or drag. To resize or delete the signature, use the options in bounding box.



<https://helpx.adobe.com/reader/using/sign-pdfs.html>

**(If you are using Adobe Acrobat, then do not lock the form after signing!)**



University of Kentucky  
College of Fine Arts  
School of Art & Visual Studies  
236 Bolivar Street  
Lexington, KY 40506  
859-257-8151

## SA/VS Internship Learning Contract

The function of this contract is to establish an agreement among the **student**, the **internship employer**, and the **faculty sponsor** regarding the purposes and logistics of the student's experiential learning activity. All three parties should complete their respective sections of this form, and either complete or review the learning objectives and job duties section. This form must be signed and approved by ALL parties, confirming their agreement, and filed with the student's academic advisor before work begins.

### **Part I: Logistics (to be completed by the student)**

**Attach a job description as provided to you by the organization.**

#### **Student Information**

Student Name	
Student Number	
Email	
Phone	
Street Address	
City State ZIP	

**NOTE:** Students must register during the semester that all work will be both conducted and completed.

Incomplete internships may not extend into subsequent semesters without faculty and departmental pre-approval.

#### **Major**

Semester / year of internship	
Course Number (see below)	
Credit Hours (3 max)	
Paid or Unpaid	
NOTE: If paid, indicate rate of pay.	

#### **Course numbers**

**A-H 399:** Gallery and Museum Internships.

**A-S 399:** Internships in which the student produces creative work for portfolio evaluation. At least 70% of the work = creative.

**EXP 396:** Internships in which the student works in the industry without producing a portfolio of work. (different contract required)

#### **Course Credit Hours**

1 credit hour = 48 work hours

2 credit hours = 96 work hours

3 credit hours = 144 work hours

#### **Student Status Information** (Please use your unofficial transcripts to complete this section)

Number of Credit Hours Completed (in progress towards degree)	
Current GPA	
Relevant courses taken in preparation for the internship position (Please list any and all that apply)	

**DMD Majors: Internship credit will count towards electives or outside concentration - not Art Studio requirements**

**Student Responsibilities:** Student will perform internships duties as outlined below, as well as complete a evaluation of their experience at the mid-term and again at the end of the internship to receive a final grade. This will help us evaluate the Internship Program, as well as provide feedback to the employer / internship provider.

## **Part II: Learning Objectives / Duties (to be completed by the student)**

A. **Learning Objectives:** Briefly describe **in a list** what you will learn through the internship. What new skills will you develop? Will you expand your knowledge in a particular area, explore career interests, discover your strengths and weaknesses, or some other goals? Tips here <https://finearts.uky.edu/savs/internships-and-opportunities>

B. **Duties:** Briefly outline how you will achieve your learning objectives, what you will DO, and describe how your internship activities enable you to meet these aforementioned objectives? What specific projects and tasks will you be responsible for, and what do you expect to learn from them?

C. **Expected deliverables and due dates:** All students are required to complete an employer evaluation at midterm and at the end of the semester, and will be evaluated by their employers at that time as well. All students are required to complete a 350-500 word reflection about their experience. A-S 399 students will also supply a portfolio of the creative work they have produced. (Or other specified evidence of internship responsibilities as determined by a discussion with the faculty sponsor.) The employer provided evaluation along with these deliverables determine the grade in the course. Assignments are delivered and submitted via Canvas.

**Deliverables due dates: Fall '25 - December 15th | Spring '26 - May 4th | Summer '26 - August 7th**

A-S 399 Portfolios should represent a journey of the work created throughout the semester, including a progression of designs (iterations), images or editing processes. The pdf should have a cover page including your name and the class, as well as the employer. All pages/images in the pdf should be labeled by referencing the project and the process (or steps in the process). You should elaborate here on what you will deliver if a creative portfolio is required.

### Part III: Internship Activity Details (to be completed by Employer/Mentor)

#### Employer / Mentor Information

Organization/Company	
Contact person /supervisor	
Email	
Phone	
Street Address	
City State ZIP	

#### Internship Activity Information (All work dates must be within the semester of registration.)

Starting Date	Ending Date:
Total Number of Weeks	Avg. Hours Per Week:
Total Expected Hours	
Paid or Unpaid	If paid, include rate of pay:

#### Part IV: Faculty Sponsor - Responsibilities & Information

Faculty Name	Lee Ann Paynter
Email	Lee.Ann.Paynter@uky.edu
Phone	859-319-2802

**Faculty Responsibilities:** In serving as a faculty sponsor, my responsibilities include the following.

1. Answering student questions regarding internship learning outcomes, assist with completion of contract, and be an advocate for them that represents SAVS.
2. Reviewing and evaluating the internship work produced to determine a grade for the course:
  - o A student portfolio of work / job reflection / evaluation of employer (A-S 399)
  - o Job reflection / evaluation of employer and other specified evidence of internship responsibilities (A-H 399, EXP 396)
  - o Additional graded requirements for the course may be required at the faculty's discretion. (A-S 399, A-H 399, EXP 396)
3. Contact with the employer to confirm position and its parameters, as well as seek feedback from them during the semester and at the end of the internship period regarding student performance.

All internship courses will be graded using the standard UK grading scale:

100-90%=A Represents an exceptionally high achievement as a result of aptitude, effort and intellectual initiative. Work created well exceeded all of the requirements for the project/course.

89-80%=B Represents a high achievement as a result of ability and effort. Work created met all requirements for the project and exceeded some of them.

79-70%=C Represents average achievement. Work met all basic requirements for the project/course.

69-60%=D Represents minimum passing grade. Work met some requirements for the project/course, yet failed to meet some of the requirements for average achievement.

59% and below=E Represents unsatisfactory performance and indicates failure in the project/course.

Work did not significantly meet requirements for the project/course.

#### **Part IV: Agreement**

**The undersigned agree to the terms and descriptions of the learning activities described above.**

##### **Student Signature**

I agree with all the components of this Learning Contract. I will work towards the learning objectives and complete the projects and outcomes to the best of my ability and present myself in a professional manner in the workplace. I will complete the Internship Reflection Questionnaire before receiving my final grade. I understand the terms of completing experiential learning activities as described in the James W. Stuckert Career Center's guidelines (<https://www.uky.edu/careercenter/credit-internship>) and my signature below indicates agreement with all expectations.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

##### **Employer/Mentor Signature**

I have read this Learning Contract and attest that its components meet the standards and expectations for a learning experience with my organization. I have provided a job description and agree to provide training and consultation to the student in order to achieve the above learning objectives, provide information concerning our organizational policies and procedures and meet with the student regularly. I agree to complete a mid-semester check-in assessment, as well as an assessment questionnaire at the end of the employment period. I also agree to participate in a site visit by faculty, if requested. Furthermore, on behalf of my organization, I agree that it is our responsibility to adhere to federal guidelines regulating internship programs under the Fair Labor Standards Act.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

##### **Faculty Signature**

As Faculty Sponsor, I agree with all the components of this Learning Contract. In my judgment, the student is adequately prepared to meet the terms of this contract and I agree to work with the student to ensure that they meet the expectations for credit as outlined in this document.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

##### **Department Approval**

Director of Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Notes or other comments: