



Arts Management

2014 - 2015 Internship Guide ***Arts Management Minor***

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Arts Management Minor

Internships – Why?

The Arts Management Minor curriculum integrates 3-4 internship credits. An internship is a structured and mentored learning experience that offers the student a chance to experiment while gaining valuable skills and insights that can only be learned on the job. More specifically, internships are important to your future marketability because they provide valuable career-related work/learning experience and the opportunity to:

- test out, clarify, and confirm your career goals.
- put your education into practice.
- develop skills that enhance future professional employment.
- make professional contacts in your field.
- possibly gain an employment offer upon graduation.

Requirements and Steps

Arts Management Minor students are required to complete a total of 3 or 4 credits in internships (AMGT 489).

STEP 1: Email the Assistant Director (Prof. Springer – nspringe@gmu.edu) with your resume, a brief description of your career goals, interest areas, and possible sites. Please state how many hours of coursework you have completed in the Program to date.

STEP 2: Meet with the Assistant Director to identify organizations and internships that align with your career and learning goals. You finalize your resume and cover letter with assistance from the Assistant Director as needed.

STEP 3: Apply directly to internship openings. Upon acceptance of an internship, you are required to complete a Learning Contract (pages 7 -12).

STEP 4: Upon receipt of the completed and signed Learning Contract, the Assistant Director sends an individualized section form to the registrar for automatic registration.

During the Internship:

- Students keep a **Log of Hours and Activities** (use form on page 13). Your schedule can be configured in any way. Logs must be completed weekly and signed by the on-site supervisor.
- **Journal entries** are to be compiled throughout the internship. The Assistant Director may ask for journal entries at any point during the course of the internship. Please see page 14 for journal entry guidelines.
- Any problems should be reported to the Assistant Director immediately.
- If the student feels that they are not being challenged enough in the internship then they are to notify the Site Supervisor and Assistant Director immediately. A great deal of time and effort has been invested up to this point, and we want to do whatever is possible to re-invigorate the existing internship or to conclude it so that the intern/graduate student can maximize this experience.

During the last few weeks of the semester's classes:

In order to receive a grade upon completion of the internship, a portfolio must be submitted one week after the last day of your internship or the last day of classes, whichever comes first. These documents must be submitted in a structured electronic format such as PowerPoint, or one PDF document, or as a hard copy in a three-ring binder. Electronic submissions are highly encouraged but not required. It is suggested that electronic files be saved onto a disc. Your portfolio must be professionally presented and include the following:

- Overview of internship including information on the organization
- Compiled Log of Hours and Activities (See page 13; signed by on-site supervisor)
- Compiled Journal Entries (See page 14; please do not submit separate electronic documents for each weekly entry.)
- Student Evaluation of Internship (See page 15)
- Supporting materials documenting work completed (press release, special events invitation, publicity flyer, etc.)
- Site Supervisor Evaluation of Intern (See pages 16-18; Form submitted separately by supervisor)

If internship hours are not completed due to an emergency or issue with an internship site, a temporary grade of IN may be requested and approved by the Assistant Director. Students who are completing an internship in the same semester in which they are graduating must receive a grade (an IN is not permitted).

Frequently Asked Questions

How soon should I get started?

Students should begin their internship search a minimum of one semester prior to when they plan on doing the internship. Please keep in mind that the application deadlines will vary from organization to organization. Plan ahead!

How many internship credits must I take?

Students will have the choice to take 3 or 4 credits. This depends on how many mini courses (1-credit) the student intends to complete the 18 credit minor.

Where do I do my internship?

Internships can be completed on campus or off campus.

What internship opportunities are available on campus?

Possibilities include: Center for the Arts, Hylton Performing Arts Center, Potomac Arts Academy, Asian American Music Society, School of Music, School of Art, School of Dance, Theatre Department, Game Design Program, CVPA Development Department, CVPA Marketing and Communications Department, and CVPA Finance Department. A

breakdown of internships and corresponding faculty and staff contacts are listed here: <http://artsmanagement.gmu.edu/internal-internships/>

What internship opportunities are available off campus?

The DC metro area affords many internship opportunities. Students can also do an internship outside of the DC area and abroad. **Students cannot complete an internship for academic credit in the state of Maryland (see FAQ below).** External Internship Organization Possibilities are listed (but not limited to) here: <http://artsmanagement.gmu.edu/external-internships/>

Why can't I do an internship in Maryland?

Upon the advice of the Office of University Counsel, with the conclusion of the Spring 2014 semester, George Mason University cannot grant credit for internships or practica conducted in Maryland. This directive follows recent changes in the application of State of Maryland regulations. No exceptions. [Read the Official Provost Statement.](#)

Can internships be substituted for students with work experience?

This is not an option at the undergraduate level. All students, regardless of work experience, must complete an internship (AMGT 489).

Can current work experience count toward internship credit?

No. Your current or past paid part- or full-time job cannot be counted toward internship credit.

How do I find an internship?

Then the Assistant Director will be able to assist you in your search for internship openings. Plan ahead! While internships are available in almost any type of organization, some of them are structured, competitive programs, requiring a formal application process. The student must understand that coordinating the approval of a new site may take time and may not allow the student to register for the experience in that particular semester.

Where can I find internship sites?

To enroll in an internship for academic credit through the Arts Management Program, you must have the approval of the Assistant Director. Your request for an internship will be assessed individually to determine how the placement fits into your academic and career goals. You may register for an internship during Fall, Spring, or Summer terms. Students need to register for an internship during the semester the internship takes place. A student doing an internship during the summer who won't finish until September can register for the internship in the summer or fall.

How do I register for AMGT 489?

You will only receive approval to register for an internship course after you have been offered and accepted an internship. You must complete the learning contract and submit to Professor Springer who will then submit an **individualized section form** to the registrar.

What other tips can help me select an internship?

- Start by analyzing your skills and interests, academic, and career goals. Draft your resume and ask friends and family or your advisor to critique it for you. You can also bring your resume to [Career Services](#) for assistance.
- Think about what kind of experiences you want. What kinds of organizations sound intriguing? What are your schedule constraints - how many hours? When can you begin and end? Any geographical limitations?
- Narrow your search to a manageable number of organizations, and rank them according to some criteria (e.g., your favorite organization, ideal locations, stipend available, etc.). Try to get complete information on what each organization does, whether or not it has a formal internship program, and any application requirements.
- Develop a plan for each organization internship site. Review your resume and cover letter to be sure it is tailored to the internship position opening.

What do organizations require when you apply for an internship?

Organizations typically require a cover letter, current resume, recommendation letter(s), and academic transcript. These materials should be prepared ahead of time.

How many hours do I have to work at the internship site?

Undergraduate internships require a minimum of **50 hours per credit earned**. Some internships will require a longer period of time to complete with less hours per week for some venues, particularly for students who have part- or full-time jobs. Please note that these are the minimum hour requirements. Your site may require you to work more hours than the university requirements.

How will I be graded?

You will be assessed on the progress you make toward your learning objectives. Multiple methods will be used to assess your performance, including your journal entries, time sheets, a formal written evaluation from your on-site supervisor, and the professionalism and content of your portfolio. Prof. Springer will routinely check in with you and your site supervisor throughout the course of your internship.

When is my portfolio due?

Your portfolio is due one week after your last day at your internship site or by the last day of classes, **whichever comes first**. The deadline may be earlier for students who are graduating during the semester in which they are completing an internship. Please check for email updates from Prof. Springer containing important information regarding deadlines and other requirements.

What do I do if I have a problem during my internship?

Complaints or issues regarding your internship experience, work environment, or site supervisor should be brought to the attention of Prof. Springer immediately.

Getting the Most Out of Your Internship

Getting the most of your internship involves making some effort to explore how the information you have learned can be applied in real world settings, and taking initiative in making your internship a good learning experience. Plan ahead in taking your

internship. Start lining it up and completing all the required paperwork early. Begin the internship with an understanding of what the organization does. Consider this internship a job. Make a habit of being punctual. Attitude is an important aspect of enjoying a successful internship. Interns may not always get to do the jobs they would rather be doing. Remember that you are a reflection of the Arts Management Program and George Mason University.

Experiential Learning Contract

George Mason University
College of Visual and Performing Arts
Arts Management

THIS EXPERIENTIAL LEARNING AGREEMENT (“Agreement”), dated this _____ day of _____, 20__ (the “Effective Date”), is made by and among

_____ (“Student”),

_____ (“Site”),

and George Mason University (“University”) (together, the “Parties”). The purpose of this Agreement is to place Student in a work assignment with the Site, as part of an experiential course of study, offered by the University for academic credit.

Intern Contact Information

Name: _____

Mason E-mail: _____

Address: _____

Phone Number: _____

Site Contact Information

Internship Site: _____

Address: _____

Site Supervisor: _____

Site Supervisor E-mail: _____

Supervisor Phone: _____

Student: Please email, fax, or mail the completed contract to:

Email: nspringe@gmu.edu

Fax: (703) 993-9829

Mailing Address:

Prof. Nicole Springer
Arts Management Program
George Mason University
3434 N. Washington Blvd. MS 1C8
Arlington, VA 22201

Registration for internship course will not be permitted until this contract (pages 7-12) is received.

Work Commitment

Each 489 credit requires a minimum of 50 hours of work (for each credit) at the site. Work should be completed within a single term unless prior arrangements have been made with the Assistant Director.

Course Registration: AMGT 489

Start date: _____ End date: _____ Semester: _____ Year: _____
Student will work _____ hours per week (_____ total hours) and receive _____ credits

Initial work schedule (enter start and stop times for each day):

Monday	_____	to	_____	Friday	_____	to	_____
Tuesday	_____	to	_____	Saturday	_____	to	_____
Wednesday	_____	to	_____	Sunday	_____	to	_____
Thursday	_____	to	_____				

Vacation days allowed by site _____

Internship Position Description

Indicate the experiences available to you at the site and the responsibilities you will have. This description should be written in consultation with your on-site supervisor.

Goal Statement/Learning Objectives

Complete this section to clarify what you expect to learn during your internship. Consider how this internship will incorporate knowledge gained from courses taken, advance/build on past work experiences, and/or create new learning opportunities.

Student responsibilities:

1. Complete tasks assigned by your site supervisor and Assistant Director.
2. Treat this internship as a professional work experience requiring regular attendance and high quality work.
3. Learn and follow the ethical principles and the policies of your internship site.
4. Provide for all personal expenses connected with the internship, including transportation to and from work, housing, personal needs, GMU tuition, and insurance (unless alternate arrangements are made in writing with the internship site).
5. Inform the Assistant Director of problems or significant changes in the nature of the work.

Assistant Director Responsibilities:

1. Serve as liaison between students and Site Supervisors.
2. Routinely check in with student and Site Supervisor.
3. Provide feedback on written assignments.
4. Assign final grades.

Site Supervisor Responsibilities:

1. Clearly explain expectations and organization policies, and provide the training normally given to new employees with similar responsibilities.
2. Provide sufficient, curriculum-related work to fulfill the agreed number of internship hours. This work should include exposure to management, or other hands-on, professional experiences. Interns should spend no more than 20% of their time in clerical activities.
3. Meet with students weekly to provide supervision and feedback.
4. Confer with the Assistant Director if questions or problems arise, and inform her immediately if it becomes necessary to substantially revise internship objectives or terminate an intern.
5. Complete the Internship Evaluation Form at the end of the term and send directly to the Assistant Director.

EXPERIENTIAL LEARNING AGREEMENT
GENERAL TERMS AND CONDITIONS

1. **Termination.** The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the Program at Site shall be given the opportunity to complete the Program, unless the release is related to poor performance.
2. **Definitions.**
 - a. "Site Supervisor" means a Site employee, member, or volunteer, who is responsible for monitoring and supervising the Student throughout the Program.
 - b. "Program" means the structured learning experience at Site, in which Student performs work under the supervision of the Site Supervisor.
 - c. "Faculty Supervisor" means a GMU faculty member who places and monitors the Student in the Program.
3. **Site Responsibilities.**
 - a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the Program.
 - b. *Insurance.* Site shall maintain in force during the Term, general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this agreement.
 - c. *Compliance with Laws.* The Site shall at all times remain in compliance with all Federal and State laws and regulations, which may affect the Program.
 - d. *Orientation.* Site shall orient both Faculty Supervisor and Student to the rules, policies, regulations and procedures of the Site.
 - e. *Performance Evaluation.* Upon request, Site shall assist the University in the evaluation of the learning and performance of participating Student.
 - f. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the Program.
4. **University Responsibilities.**
 - a. University agrees to assign to Site only those students who shall have successfully completed any necessary prerequisite courses.
 - b. University will assign Faculty Supervisor to Student, to monitor the Student throughout the Program.
 - c. The University is responsible to Student for academic supervision and grading.
5. **Student Responsibilities**
 - a. *Registration.* Student must register and pay tuition for the course prior to the commencement of the Program.
 - b. *Insurance.* Student shall at all times maintain sufficient health, accident, and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.
 - c. *Honor Code.* Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.
 - d. *Consent Form.* Student agrees to sign the consent agreement attached as Attachment A.
 - e. Student understands that he or she is at all times subject to the Catalog and University Policy.
 - f. *Disclosure of Known Risks.* Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the Program.

6. General

- a. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint venture between the parties.
- b. *University Liability.* As a state agency, the University is self-insured under the Commonwealth of Virginia Risk Management Plan. This insurance does not cover the operation of Agency vehicles. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.
- c. *Nondiscrimination.* Both parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law.
- d. *Confidential Information.* No party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law.
- e. *Federal Employee.* As required by some U.S. Government agencies, Student is not to be considered a federal employee for any purpose other than either of the following:
 - (i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
 - (ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.
- f. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
- g. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- h. *No assignment.* No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
- i. *Force Majeure.* Neither the University nor the Site will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such Party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.
- j. *Final Agreement.* This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
- k. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

Evaluation (Items upon which your grade will be based):

The Arts Management 489 grade (A-F) will be based on the student's progress made toward learning objectives, the site supervisor's evaluation, quality of written assignments, and final presentation of all required documentation for the internship.

Signatures acknowledge that the internship guide has been read in its entirety and the learning contract has been agreed upon by all parties. Students must sign the Consent Form (Attachment A) below.

Student Name: _____

Student Signature: _____ Date: _____

Site Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Faculty Supervisor: Prof. Nicole Springer

Faculty Supervisor: _____ Date: _____

**GEORGE MASON UNIVERSITY
EXPERIENTIAL LEARNING – Attachment A
CONSENT AGREEMENT**

Students participating in a for-credit internship must sign this Consent Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate.

Name: _____ **Student ID:** _____

Undergraduate/Graduate/Law School: _____

I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk. I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by such insurance.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

Signature of Participant

Date

Printed Name of Participant

Semester/Academic Year

Signature of Parent or Guardian
(If Student is under the age of 18)

Log of Hours and Activities

Make as many copies as needed

Name: _____ **Title:** _____

Course: _____ **Week ending:** _____

Date	Start Time	End Time	Activities	Total Hrs.
WEEKLY TOTALS:				

Intern Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

TOTAL HOURS =
Upon completion of internship

Journal Entry Guidelines

You are required to keep a journal during your internship. The journal is submitted to the Assistant Director at the completion of the internship. Journal entries help you reflect on your internship experiences and its relevance to your goals/objectives. *The Assistant Director may ask for journal entries to date at any time during the course of the internship.*

Format

Minimum one-half page length (double-spaced) entries every week. Compile all journal entries in one document.

Content

Entries are not meant to be routine recitations of facts. Rather, they should represent your thoughts about the experience, what you are learning and questions yet to be resolved. Suggested formats, topics and/or questions one may discuss:

- What are you doing? How does it fit with what you expected? What kind of orientation to the site and co-workers do you have? Do you have a sense of the “big picture” yet for your organization? Do you have regular meetings with your supervisor (contact, feedback, etc.)?
- Interview co-workers, managers and perhaps people in other departments about their background (professional or other preparation for their jobs); how they came to work there; rewards or frustrations; advice to you about getting in the field.
- Skills needed to be successful at this job (as intern and also as a career)? What are you discovering about yourself? Surprises?
- Connections with courses and other previous learning? (specific examples)
- Progress on your academic project? How does work on your project illuminate aspects of your work at the site (or vice versa)?
- Value of internship for you concerning the remainder of course work and/or relative to postgraduate plans?
- How did you implement your arts management coursework in this internship?
- How did this internship give you a better understanding of the course work?
- Will this internship impact your future management style? How?
- Challenges, worries, frustrations, etc.

Evaluation of Internship by Intern

Name _____ Semester/Year _____

Internship Site _____

Site Supervisor _____

Please complete the following evaluation. Your answers in Part I may be copied and placed in the site file which may be reviewed by prospective interns.

Part I *Internship Site*

Rate each question with the following scale:

5=well above average 4=above average 3=average 2=below average 1=well below average

1. Do you feel you were given appropriate on-site supervision throughout the semester?

2. What was the nature of your contact with your supervisor?

3. Were you given appropriate assistance when necessary?

4. Overall, how would you rate your internship experience?

5. Did your internship help you with defining your future career goals?

Part II

How could the internship experience have been improved?

Evaluation of Intern by Site Supervisor – Instruction Sheet

Please use the following form to provide feedback to your intern regarding his or her job performance at the close of the semester. This final evaluation will be considered when giving the student a grade for this internship. The evaluation is divided into four areas:

- 1) intern work assignment as described in the Internship Learning Contract
- 2) general performance
- 3) student's strengths and areas to improve
- 4) overall comments

Please email, fax, or mail the completed evaluation directly to:

Email: nspringe@gmu.edu

Fax: (703) 993-9829

Mailing Address:

Nicole Springer
Arts Management Program
George Mason University
3434 N. Washington Blvd. MS 1C8
Arlington, VA 22201

Your input is vital to the student's internship experience. Thank you for taking the time to provide this important feedback.

NOTE: Please send your completed evaluation directly to the Assistant Director. Do not give to the student to pass on.

Evaluation of Intern by Site Supervisor

Student's Name _____ Internship Semester/Year _____

Internship Site _____

Site Supervisor _____

Site Supervisor Phone Number _____ E-mail _____

1. Intern Work Assignment

Please evaluate the intern on his or her performance on assigned work project as described in the contract using the following scale:

5=well above average 4=above average 3=average 2=below average 1=well below average

If the intern did not complete the work listed, please provide an explanation.

Comments regarding completed work (add page if needed):

2. General Performance

Please use the following scale and provide comments as appropriate.

5=well above average 4=above average 3=average 2=below average 1=well below average

Dependability: _____

Ability to work with others: _____

Initiative in accomplishing tasks: _____

Ability to meet deadlines: _____

Ability to work independently: _____

Ability to use constructive feedback: _____

Quality of work completed: _____

Openness to new ideas and responsibilities: _____

(Continued)

Evaluation of Intern by Site Supervisor (continued)

3. Strengths and Weaknesses

Please identify what you observed as the student's strengths in performing his or her internship duties.

Weaknesses and areas that might be improved:

Based on the above three areas, assign the student a grade for his or her job performance based on the following scale: A A- B+ B B- C F

Final Grade: _____

4. Comments

Thank you for taking the time to complete this evaluation. Please comment on ways we can make this a more positive experience for both your organization and the intern. *Please send this evaluation directly to the Assistant Director. Portions of this evaluation may be shared with the student.*

Signature _____ Title _____

Date _____

_____ Check if you would like the Assistant Director, Arts Management to contact you to discuss the student's evaluation

_____ Check if you would like to continue using GMU Master of Arts in Arts Management Interns