

Art History & Architectural Studies

INTERNSHIPS for COURSE CREDIT

Opportunities

An internship can be a valuable complement to art history courses, affording the opportunity to work directly with objects, to get a sense of what work in the field is like, and to gain valuable experience that may lead to future employment.

An internship consists of specific art- or architecture-related work experience that is supervised by personnel from cooperating institutions—on campus or in the community—who assign a grade at the end of the term. The Internship Coordinator in the Art History Department oversees the experience; for current contact information, call the office at 404-727-6282 or write to Laurie Carter at laurie.carter@emory.edu.

To earn three (3) credit hours, the equivalent of an academic course, students work nine (9) hours a week for fourteen weeks. With the supervisor's approval, students may work more or fewer hours for corresponding credit (1 credit hour/3 work hours weekly); please be aware, however, that internship supervisors are generally reluctant to take on students for fewer than eight hours a week.

The Michael C. Carlos Museum is undoubtedly the single most important resource for our art history students, but Emory students regularly intern at local art galleries, at the High Museum of Art, and with *Art Papers* magazine. Architectural Studies minors often intern with local architecture firms such as Mack Scogin Merrill Elam Architects, Lord Aeck Sargent, or Perkins+Will. Internships have also been arranged with Blue Line Gallery, EDL Art Consultants, Fernbank Museum of Natural History, Kiang Gallery, Atlanta Contemporary Art Center, and the Carter Center's art collection. New opportunities arise all the time, and students may initiate their own internships, as well.

Guidelines

- First, meet with the Internship Coordinator to discuss your interests and objectives, then contact venues of interest. The coordinator may be able to supply contact names and phone numbers. Alternatively, make an appointment to meet with Beth White in the Career Center: beth.white@emory.edu, 404-727-5957.
- Discuss internship opportunities with representatives from the institutions that interest you. Making these arrangements is part of the process. Remember that while the institution is offering you a valuable opportunity, you are offering your time and assistance, so the experience should be mutually beneficial.
- Once you've found a position, determine who will supervise you (and assign your grade at the end of the semester), establish a schedule you can commit to, and work with your supervisor to decide what your responsibilities will be. Because you may lack training and previous experience, your duties may sometimes seem routine, but that is part of your experience in the

workplace; a well-planned internship will involve enough engaging tasks to balance the repetitive ones. As a representative of Emory University, you are expected to demonstrate a responsible and positive attitude.

- After you've made the necessary arrangements, send the Internship Coordinator a detailed statement including the name and location of the internship (mailing address, phone number), the name of your supervisor (with e-mail address and phone number), the hours you propose to work, and the duties and responsibilities that your position entails. Please include your Student ID number.
- The Internship Coordinator will confirm the arrangements with your supervisor and then provide you with the permission number that will allow you to enroll in ARTHIST 397, the department's internship course. When you register in OPUS, enter the number of credit hours you will earn.
- The internship should roughly coincide with the fourteen weeks of the semester, concluding with the end of classes.
- At the end of the semester, you will write a 5-page account of your internship experience, detailing:
 - Work responsibilities and tasks
 - What you learned from the internship *assignments*
 - What you learned from and valued about the internship *experience*
 - How or if this internship shaped your career goals
 - Whether you would recommend the internship, and why or why not
 - Any other relevant observations

If your internship lends itself to a journal, you may submit that journal as your account. Be sure that this journal includes reflection on what you learned and valued about the internship, as well as a brief concluding entry about how it influenced your career goals and whether you would recommend the internship to other students. If your internship resulted in a paper, presentation, online tool, lesson plan, report, or other tangible output, you may append that product to your 5-page account. This account should be submitted to the Internship Coordinator by the first day of exam period, unless otherwise agreed.

- Your internship supervisor will complete an evaluation of your performance and suggest a letter grade to the Internship Coordinator, who will assign the grade in OPUS.
- Although internships count toward your Emory degree, they do not count toward your major or minor in the Art History Department *unless* you are pursuing the Art History Major with Museums Concentration.
- With few exceptions, internships are unpaid: in exchange, you receive course credit and a new perspective on the arts. Do not ask your supervisor about the possibility of a paid position until your internship has been completed.

Student Opportunities

Michael C. Carlos Museum

Internships at the Carlos Museum may be available for course credit and arranged through any department. It is your responsibility to contact the person in the museum you would most like to work with, and to inquire whether there might be an opportunity for you to intern in their department.

Mellon Internships. Thanks to the generosity of the Andrew W. Mellon Foundation, the Carlos Museum offers paid summer internships for Emory University students. Mellon internships are open to current undergraduate and graduate students. Interns are selected by a committee of Museum staff and faculty advisors. The internships are ten (10) weeks in length, and students are paid a stipend of \$5,000. Information about the Andrew W. Mellon Internships is available every January on the Carlos website. For more information, contact Elizabeth Hornor, Ingram Senior Director of Education, ehornor@emory.edu, 404.727.6118.

The Carlos Museum also offers unpaid internships, often for credit, and other opportunities for Emory students interested in working and learning in a museum environment. Internships at the Carlos Museum are available in many departments including curatorial, education, and communications. Opportunities and application deadlines are available on the Carlos website and on Handshake. <https://joinhandshake.com/>

High Museum of Art

For information on internships at the High Museum of Art, Atlanta, contact Nancy Seda de Leon, Coordinator of Docents and Interns, at Nancy.sedadeleon@high.org.