

# The Ohio State University

## Internship

### History of Art

#### HA 4191

### Description

An internship considered appropriate for credit under HA 4191 is for experience working in a Museum, Art Gallery, Auction House, or for an Art Publisher, Arts Organization or Art Consultant. The Department of History of Art encourages students to seek such internships in order to become acquainted with various professional/practical applications of the study of art history—be it academic or commercial.

For internships during the academic year, students are urged to directly contact institutions such as the Columbus Museum of Art, The Wexner Center, The Ohio Arts Council, etc. Other resources are [Handshake](#). If you need more suggestions about internship opportunities, please email [historyofart@osu.edu](mailto:historyofart@osu.edu) and set up an appt with a faculty advisor.

### Credit

One to three hours of General Credit will be awarded for a successfully completed internship of 60 hours. These credits are not applicable toward the 60 credit hours required for the major in History of Art. The grade offered is S/U.

### Registration Procedure

1. Complete page 2
2. Have your employer/supervisor complete page 3
3. Email the completed forms, pages 2 and 3 to [historyofart@osu.edu](mailto:historyofart@osu.edu).

### Credit Procedure

To receive credit for HA4191, you must submit the following to the authorizing History of Art Advisor at the termination of your internship.

1. As specified in your agreement (pg2) you must submit a written account of the work you performed during your internship. (It is recommended that you keep a daily log to facilitate writing this summary). Your account is to be countersigned by your supervisor.
2. As specified in your supervisor's agreement (pg3) you must obtain a letter from your supervisor that evaluates your performance.

**Student Information**  
**(To be filled out by the student)**

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Your Major: \_\_\_\_\_

Students Name \_\_\_\_\_ Student ID: \_\_\_\_\_

Local Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Local Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Permanent Phone \_\_\_\_\_

Will you be enrolled in other OSU courses during your internship? \_\_\_\_\_

If "Yes" how many hours? \_\_\_\_\_

**Student Agreement**

As a student I understand and agree to the following:

1. I will work a minimum of 60 hours
2. I will submit a written account of the duties performed during my internship
3. I will have that account countersigned by my supervisor

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

**Employer Section**  
**(To be filled out by the employer/supervisor)**

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Website Address \_\_\_\_\_

Provide a brief description of your organization below, or attach a page on organization letterhead:

**Supervisor of Internship**

Supervisor's Name \_\_\_\_\_

Supervisor's Position/Title \_\_\_\_\_

Supervisor's Phone/ext. \_\_\_\_\_

**Position Description**

Please outline the student's responsibilities for the period of the internship:

Position Start Date \_\_\_\_\_ Position End Date \_\_\_\_\_

Hours Per week \_\_\_\_\_ Compensation

Paid

Unpaid

**Supervisor Agreement**

1. I understand that the student will need to work a minimum of 60 hours
2. I understand that I need to evaluate the student's performance at the end of the quarter.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_