

Request for Approval of Internship Credit

AHI 192 · Department of Art and Art History · University of California, Davis

Objectives of the Internship Program

Enable students to obtain learning experience which will complement and extend the traditional educational process. The experience should also aid the student in exploration of potential career opportunities and assist the student in clarifying their personal and educational goals.

How to Obtain Upper Division Credit for an AHI 192 Internship

1. You must have completed 84 units. If you have not completed 84 units, complete the AHI 92 Internship Form instead.
2. Per the College of Letters and Science, a maximum of 12 units of internship credit may be earned toward the 180 units required to graduate.
3. The internship position, whether paid or volunteer, must require hands-on work experience in a professional setting related to art or art history. Work from home and front desk or phone-answering experience is valuable, but will not earn academic credit.
4. The number of internship units you earn each quarter is determined by the number of hours you work. Typically, 30 hours of work during the course of a quarter equals 1 unit (3 hours per week), 60 hours equals 2 units (6 hours per week), and so on.
5. You may obtain Transcript Notation through the Internship and Career Center, second floor, South Hall. This action will document your internship on your academic transcript.
6. Ask a faculty member to sponsor you. The faculty member may not be available, so ask early. In order to sponsor you, faculty will typically want you to have taken a class with them previously, and will need to meet with you three times during your internship.
7. Paperwork must be completed, electronically signed by faculty, and emailed to artoffice@ucdavis.edu by the 12th day of the quarter to obtain the course reference number you need in order to enroll. Internship units are issued for the quarter in which they are earned.

Possible Faculty Sponsors

- Professor Katharine Burnett kpburnett@ucdavis.edu
- Professor John Lopez jlop@ucdavis.edu
- Professor Michael Yonan meyonan@ucdavis.edu
- Professor Heghnar Watenpaugh hwatenpaugh@ucdavis.edu
- Professor Talinn Grigor tgrigor@ucdavis.edu

Section 1: To Be Completed by the Student

Student Information

Student Name

Major

Student ID Number

Email Address

Phone Number

GPA

Units Completed to Date

Units Desired for Internship

Quarter and Year

Faculty Sponsor

Internship Placement

Organization at Which the Internship Is Located

Street Address

City

State

ZIP Code

Internship Supervisor's Name

Internship Supervisor's Phone

Title and Summary Description of Project

Relationship of the Internship to the Student's Educational Program and Objectives

Section 2: To Be Completed by the Faculty Sponsor

Evaluation of the Student's Background and Preparation

Written Work and Additional Requirements for Successful Completion of the Internship

I have read and agree to the above terms of this internship.

Faculty Signature

Printed Name

Date

For Department Use Only

CRN

PTA

Date Issued

Return this completed form, electronically signed by your faculty sponsor, to artoffice@ucdavis.edu by the 12th day of the quarter.