University of Western Ontario
Department of Visual Arts

GRADUATE INTERNSHIP GUIDELINES

Internship placements provide the opportunity to apply theoretical learning in real-world work situations. To qualify for a placement, an MA, MFA or PhD student in the Visual Arts program must be maintaining at least an 80% grade average in their course work. This requirement is in place because of the demands of the internship.

A student registered in an internship works for course credit. This includes an average of 10 hours a week for a 13-week term. While every placement is different, all require the dedication and focus of the student. The employer’s expectation is that the student will satisfy the terms of the contract, including fulfilling the agreed upon work hours and maintaining agreed upon schedules. The responsibility of the intern is to meet the employer’s expectations: be at the workplace for a specific number of hours; produce materials / complete tasks on time; and work independently or with a team, as the job requires, etc. Therefore, when a student agrees to a placement, s/he agrees to fulfill the contract and to behave maturely and professionally at all times. It is the responsibility of the student to discuss the expectations and any concerns s/he may have about fulfilling any aspects of the position before the placement begins.

Students undertaking an internship will be supervised and evaluated on the job by a person in the workplace. Students also require a course supervisor from the Visual Arts Department. The course supervisor must be a full-time faculty member who will be available to meet with the student and the workplace supervisor when necessary. The final grade will be assigned by the course supervisor from Visual Arts and will normally be based on the internship evaluation from the workplace supervisor, the student’s monthly reports, and either a written or studio component. The components of course work must be worked out in advance along with other aspects of the internship. For a syllabus template, contact Graduate Administrative Assistant, Paula Dias (vagrads@uwo.ca).

If you are interested in undertaking an internship, please discuss your plans with the Graduate Chair.