

University of Louisville
Humanities Department
Graduate Internship Guidelines
Humanities 650

At least 30 days before the semester in which you will do the Internship:

1. Consult with your graduate advisor and the Program Director about possibilities.
2. Review the list of agencies or courses, available in Room 213.
3. Meet with the supervisor from the agency or university who will be working with you on the internship.
4. Using the internship form, determine the times for working and the methods of evaluation.
5. Have the supervisor sign the form and staple a statement of intent to it.
6. Make three copies of both the statement of intent and the internship form. Give one copy to the supervisor, one to the Program Director, and keep one for your own records.
7. When the internship is completed, the supervisor will review the material and write a short assessment.
8. All evaluative material and the supervisor's assessment should be given to the Program Director before the last day of finals for the assignment of a grade.

**University of Louisville
Humanities Department
Graduate Internship Form
Humanities 650**

General Objectives:

1. To gain significant Arts and/or Humanities work experience in the community/classroom.
2. To engage in significant research related to the student's professional expertise and interest.
3. To acquire teaching expertise under supervision of a graduate faculty member.

Student: _____

ID#: _____ Year & Term: _____ Credits: _____

3 credit hours equal 60 hours of work with agency (4 hours/week for 15 weeks)

Arts or Humanities Agency: _____

University Project or Course: _____

Faculty or Agency Supervisor's Name: _____

Statement of Intent Attached: _____

Methods of Evaluation (Agreement between student and supervisor required):

1. Written report on the history and activities of agency/organization/classroom.
2. Journal report of work accomplished.
3. Academic research project integrating student's expertise with the mission of the agency or the subject of the course: _____

4. Supervisor's agreement to create a short assessment in writing.

All materials must be turned in to the graduate advisor upon completion date.

Completion Date Agreed On: _____

Student's signature: _____

Faculty or Agency Supervisor's signature: _____

Graduate Advisor's signature: _____

Program Director's signature: _____

