



# Administration & Cultural Advocacy

## Internship Guide

Internships take many forms. In Arts Administration and Cultural Advocacy, the goal is not to “check a box” on your resumé or degree plan. The goal is to gain a combination of coursework and experience that helps you tell a meaningful story about your professional skills and creative interests after graduation.

**Try to start planning for your internship as early as possible – usually, around a year in advance.** Because the arts and culture sector is ever-moving, this takes research and decision-making on your part. Some internships may require prior coursework in a specific area. Some are introductory field experiences, where you shadow different offices in an organization. Some require an application, and some may be arranged via one-on-one discussions with the help of your professor(s) or an email inquiry.

While most approved internships for AAC 497 are external – with an agency or organization outside of Southern – we also accept internal positions in places like Southern’s Buley Art Gallery, Lyman Center, Special Collections, and SPAR offices. Competitive local or national fellowships may also qualify for credit.

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### Planning for AAC 497

Completion of 4 credits of AAC 497 Internship in Arts Administration and Cultural Advocacy is a required capstone for the minor. The pre-requisite is AAC 200, though you should also have completed or be in the process of completing your 6-credit Area of Professional focus.

At the end of AAC 200, you’ll sit down with your instructor and the program coordinator(s) to discuss your areas of interest. Continue planning for possible internships with your AACA advisor as well as your primary academic advisor in the coming semesters. Aim to have a plan no later than the spring semester of your junior year.

The 4 credits of AAC 497 may be taken in any combination of single or successive internships: 4 credits, 1 + 3 credits, 3+1 credits, or 2 + 2 credits. For examples of how these may be distributed, see the sample degree maps and timelines at <https://inside.southernct.edu/artsadministration>.

### Finding an Internship

Use the [Arts Administration and Cultural Advocacy Internship Listing \(Appendix A\)](#) to see some of the New Haven or Connecticut-based theatres, museums, libraries, festivals, and other non-profit organizations with which we have standing partnerships and internship opportunities. Approved internships can also be found outside of this list, along with fellowships and other opportunities that tend to be announced throughout the year. To find an internship:

- a. Review the internship listing each academic year for organizations and positions that interest you.

- b. Speak with your advisor(s) about courses and areas of professional focus you need to take in order to prepare for these kinds of field experiences, and make a plan.
- c. When you see an internship that catches your eye, check the next steps:
  - i. If the organization has a regular internship application process, **send a draft of your application to your AACA advisor** for feedback prior to applying.
  - ii. If the organization has a specific or dedicated internship opportunity with Southern, **check with your AACA advisor or the program coordinator** to see if you qualify.
  - iii. If the organization does not list an application process or specific opportunities, use the contact information provided to **send an email inquiring about available or upcoming internships, copying your AACA advisor**. Don't hesitate to ask for help in crafting your email.
- e. If you find an internship at an organization not on the list, ask the coordinator if it will count for AAC 497.
- f. Most internships begin with a formal or informal meeting or interview. Please notify your AACA advisor about any formal interview requests. If the organization would like to hold an informal meeting to discuss the internship, ask if they would like your AACA advisor to attend.

### Internship Proposal and Registration

**Internship Proposal:** Once you've secured an internship offer from an agency or organization, the next step is to get approval for the proposed internship to be taken for AAC 497. Notify your AACA advisor and the program coordinator via email with a written proposal containing the following information:

- a. The organization and title of the proposed internship or position
- b. A brief summary of the duties (5-6 sentences). These may be ones listed with the internship, or the general duties you discussed with the organization in your meeting or interview. Note whether the work will be on-site, remote, or a combination.
- c. Name of the primary contact with the organization, or supervisor (if already assigned).
- d. Name of the faculty advisor for the internship. This may be your AACA advisor, the program coordinator, or another approved faculty member in a related field.
- e. Number of projected credits / hours for the proposed section of AAC 497 you are requesting (1 cr = 45 hrs, 2 cr = 90 hrs, 3 cr = 135 hrs, 4 cr = 180 hrs)

Please title the subject line of your email **AAC 497 Proposal - Spring, Summer, Fall 20xx**, with appropriate term and year. Send the email to the Arts Administration program coordinator, copying *both* your primary contact with the organization, your AACA advisor, and your selected faculty advisor (if different from you AACA advisor).

**Approval and Registration:** The program coordinator will either approve your proposal or ask for further information. Once approved, fill out the [College of Arts and Sciences internship form](#) with the help of your selected faculty advisor for AAC 497 (this may be your AACA advisor, the coordinator, or another approved faculty member).

Follow the steps in Appendix B carefully, making sure to include a copy of this internship guide in your emails with the organization. Your signed AAC 497 Internship Form must be submitted to the program coordinator **no later than 2 weeks prior to the first day of classes**.

### Pay Expectations

It is an expectation of the College of Arts and Sciences and the AACA Steering Committee that *all* internships completed for the required 4 credits of AAC 497 should be paid. The suggested minimum rate is \$500 / credit.

Prior to signing the SCSU internship form, external organizations with resources to support paid internships should specify in the Description of Duties (a) the hourly or stipendary amount, and (b) the budget authority or HR representative who will oversee the intern's employment and payment.

External organizations *unable* to support paid internships - either partially or in full - should work with the program coordinator to discuss other payment options available through our SCSU AACA Internship Fund.

## Student Responsibilities

Students are responsible for completing all required duties and hours for the internship, in the modality – on-site, remote, or a combination of both – arranged with the partner organization. This includes the general duties listed in the internship form as well as any amendments or additions made in consultation with the organizational supervisor and your AAC 497 faculty advisor. You are also expected to:

- Report and reflect regularly on your work for the internship on a weekly or bi-weekly basis, in a format arranged with the faculty advisor
- Be on time for all on-site hours and remote or in-person meetings, and communicate ahead of time with your supervisor about any academic, health-related, or other conflicts that may arise
- Attend regular check-in meetings and Midterm Progress Review with your supervisor and advisor
- Check your Southern email on a daily basis and respond promptly to work-related messages
- Complete the AAC 497 final portfolio and report by the due date agreed with your faculty advisor

Failure to fulfill the required duties or hours may result in either withdrawal (W) or a failing grade in AAC 497. If a chronic illness or emergency impacts your ability to continue the internship, please reach out to your organizational supervisor and AAC 497 faculty advisor to discuss your options.

## Partner Organization and Faculty Advisor Responsibilities

In Arts Administration and Cultural Advocacy, we see the field experience capstone as a type of apprenticeship, or educational collaboration, between SCSU and the partner organization, with *shared* responsibilities between the organizational supervisor(s) and faculty advisor.

**Partner Organization:** The agency or partner organization oversees the student's duties, performance, and any job-specific training. The organization also:

- Assigns a primary supervisor or mentor to guide the student's internship experience (especially for internships that may involve shadowing or working across multiple offices)
- Clearly lays out the on-site, remote, or hybrid responsibilities of the student's work
- Meets with the student and faculty advisor at scheduled times during the semester – including the Midterm Progress Review – to review work goals and performance
- Provides guidance and feedback on the final portfolio and the student's choice of project for final report

**Faculty Advisor:** The faculty advisor collaborates with the partner organization to provide additional education and mentorship necessary for the student to succeed in the tasks assigned by the organization, and ensures that the student has fulfilled their responsibilities for AAC 497. The faculty advisor also:

- Develops a mechanism for the student report to their hours on a weekly or bi-weekly basis and to reflect on their work completed, in a platform determined by the advisor (e.g., Blackboard, Google Docs, blog / journal)
- Facilitates regular check-in meetings with the student and, on a periodic basis, the organizational supervisor to review work goals and performance.
- Organizes a Midterm Progress Review with the student and supervisor to be completed prior to the submission of midterm grades, and emails a written summary of the review to program coordinator. The Midterm Progress Review may take the form of a written report, video conference, or site-visit.
- Works with the student to set a due-date and format for the final portfolio, and attends and assists with any on-site components of the student's final report.
- Submits a midterm and final grade for AAC 497.

## Final Student Portfolio and Report

In order to receive a grade for AAC 497, the student will submit a final portfolio at the end of the semester (by or before the end of finals week) to both their organizational supervisor and faculty advisor. Upon completion, the faculty advisor will forward a copy to the program coordinator. The portfolio consists of:

- **Revised Resumé / CV** listing the student's internship, in a language and format that has been reviewed and edited by their organizational mentor or supervisor

- **Professional Narrative (1-page, single-spaced)** that tells the written *story* of their internship, in *two* ways:  
(i) a 3-4 sentence “elevator pitch,” or mini-description; and (ii) a longer narrative (300-400 words) for future use in interviews and applications
- **Final Report**, in a format to be chosen by the student in consultation with both the organizational supervisor and faculty advisor. The final report might consist of a collection of sample work (images, grants, social media, correspondence, etc.); a special presentation to the partner organization or SCSU faculty; a reflective essay (4-5 pp.); etc.

## **Appendix A – Internship Listing**

### **Arts Administration and Cultural Advocacy Internship Listing 2023-24**

To view the current listing, please visit: [2023-2024 AAC Internship Listing.pdf](#). The PDF is accessible to all members of the Southern community with SCSU login.

The listing will be updated throughout the year as new opportunities arise, so check back for updates.

## Appendix B - How to Complete the AAC 497 Internship Form

Please **download and complete in Adobe Reader\*** the AAC 497 Internship form from the College of Arts and Sciences:

[https://inside.southernct.edu/sites/default/files/a/inside-southern/arts-sciences/students/Internship\\_Application\\_Form\\_AS\\_5\\_21.pdf](https://inside.southernct.edu/sites/default/files/a/inside-southern/arts-sciences/students/Internship_Application_Form_AS_5_21.pdf).

The signed and completed form is due to the AAC 497 Internship coordinator(s) **no later than two weeks prior to the first day of classes.**

**\*Note:** For digital signatures to work, all forms must be completed using Adobe (not Apple Preview or other PDF readers). See the steps included with the College of Arts and Sciences internship form for how to set up a digital signature.

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### Step #1

**The student** downloads and begins the form, filling in all required fields of pp. 1-2 and a draft of the description of duties from their internship proposal. The student then emails the form to the organizational supervisor, copying their selected AAC 497 faculty advisor.

### Step #2

**The organizational supervisor or primary contact** double-checks pp. 1-2, and reviews, edits, and completes the "Description of Duties" per the organization's standards and requirements. Please include the required payment information and contact stipulated in the internship guide (see [Pay Expectations](#) above). The supervisor then signs and dates p. 3 of the internship form, and emails the completed form back to the student and AAC 497 faculty advisor for signatures.

### Step #3

**The student and AAC 497 faculty advisor** review the Description of Duties together, and then sign and email the completed form to the program coordinator, no later than two weeks prior to the first day of classes.

### Step #4

**The program coordinator (if different from the faculty advisor)** reviews the Description of Duties and certifies the payment information provided by the partner organization, and signs and submits to the Dean of Arts and Sciences.

Upon completion of these steps, the program coordinator will notify the student and external organization supervisor and the student will be automatically registered for AAC 497 by the Registrar.