

Fine 243|343: Topics in Fine Arts Experiential Learning

Institution/Organization/Sponsor Guidelines

University of Waterloo Fine Arts Experiential Learning courses

For us this course links institutions/organizations, and sponsors talented, engaged Fine Arts students, giving students opportunities to acquire real-world experience in their chosen field by learning from working professionals. **Thank you for being a part of this experience!**

Fine 243|343: Topics in Fine Arts Experiential Learning are two courses designed to provide students with opportunities to gain practical experience in a range of Fine Arts-related fields. Each course consists of 36 hours of unpaid work experience. Students are responsible for making initial contact with the institution or artist of their choice.

Guidelines:

- Internship site supervisors are expected to provide direction, supervision, and feedback on the student's work and work habits. As a mentor, they should assist the student in learning professional and ethical industry practices.

There are four documents that will require your attention:

- **A WORK AGREEMENT:** As part of this training experience, we ask that you fill out a *Work Agreement Form* (supplied by students). This will provide a description of the internship location and type of work done at this site. You can also provide a short description of the proposed goals or research for the internship.
- **TWO HEALTH & SAFETY FORMS:** If you have **NOT** hosted a UW work study student before, we may ask that you fill our **SPONSOR SAFETY FORM A (Preplacement workplace health and safety assessment)** - students will have all forms on hand to present to you) and we kindly ask that you provide us a letter of employee insurance. Following this, we ask that students be given an in person on-site workplace health and safety training/orientation (showing them where risks may lay, and how to handle any workplace risks/hazards). We ask that you record this training by filling out the prepared **SPONSOR SAFETY FORM B (UW Safety Orientation Check List)** – also to be supplied by students.
- **A FINAL REPORT:** At the end of the students work study, we ask that you fill out a final report to outline how the students time was spent and the quality of their contribution. There is a template letter that the student will present to you, to help guide you in writing this report.

After completing, each document can be sent directly to Logan MacDonald via email:

l36macdo@uwaterloo.ca

Institution/Organization/Sponsor Guidelines + Expectations:

- Commit to have interns complete a minimum of 36 hours work, falling within the University's semester period.

- Provide an internship that provides relevant work experience to the student's field of study.
- Provide a designated supervisor, qualified in the area of the student's internship.
- Complete the Department's Internship Agreement Form by the appropriate enrollment deadlines.
- Provide hands-on learning opportunities and guidance to help the intern meet their goals.
- Meet regularly with the intern to review progress.
- Provide resources to support work throughout the internship.
- Have time available to coach the student.
- Have projects/work appropriate to the student's abilities.
- Complete a final evaluation/report and share any suggestions with the Department for improving the program or communications between the Department and students.
- Internship site supervisors are expected to provide direction, supervision, and feedback on the student's work and work habits. As a mentor, they should assist the student in learning professional and ethical industry practices.