

## Fine 243|343: Topics in Fine Arts Experiential Learning

### Institution/Organization/Sponsor Guidelines

University of Waterloo Fine Arts Experiential Learning courses link institutions/organizations/sponsors with talented, engaged Fine Arts students, giving the students the opportunity to acquire real-world experience in their chosen field by learning from working professionals. 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.
- Please provide a short description of the internship location and type of work done at this site.
- Please provide a short description of the proposed goals or research for the internship.
- How will the internship help support the Institution/Organization/Sponsor?
- How will the internship develop any transferable skills?
- If the Institution/Organization/Sponsor has a candidate in mind, why does it feel the potential intern is a good fit.

The Institution/Organization/Sponsor Guidelines must agree to:

- commit to employ interns for a minimum of 36 hours, 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 and share any suggestions with the Department for improving the program or communications between the Department and students.