



INTERNSHIP PETITION SHEET
ACADEMIC PROGRAMS OFFICE

Graduate Internship

The internship is a degree requirement of the Bard Graduate Center's Master of Arts Program. Students are encouraged to seek out internship opportunities where their knowledge of the decorative arts can be utilized and enhanced.

Instructions

Bring the Sponsor letter "To the Prospective Internship Sponsor" with you when meeting to discuss a possible internship. This petition form and a letter of support from the sponsor must be submitted to the Academic Programs Office for approval. Upon approval, the student and Sponsor will be notified. It is recommended that both student and Sponsor keep copies for their records.

Name: _____

SS #: _____

Term in which internship will be registered and tuition paid (e.g.: BTA 2007): _____

Credit anticipated for this internship:

- 50-74 hours: 1 credit
- 75-99 hours: 2 credits
- 100+ hours: 3 credits

State briefly how this internship relates to your primary academic concerns:

Internship Location _____

Student's Signature _____

Date: _____

Associate Dean's Signature _____

Date: _____

TO THE PROSPECTIVE INTERNSHIP SPONSOR:

Thank you for considering a BGC student for an internship at your institution. Below please find more information regarding our internship procedures.

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Petition and Approval process

All internships must be approved in advance by the Academic Programs Office of the BGC.

The approval process is as follows:

1. The student and prospective internship sponsor meet to discuss the internship.
2. The prospective sponsor writes a letter of support.
3. The student submits a petition along with the Sponsor’s Letter of Support to the BGC Academic Programs Office.
4. Upon approval, the student and the Sponsor will be notified by the Academic Programs Office.

Sponsor’s Letter of Support

The letter of support you write must include all of the following information: your name, title, address and email address, your signature and the date; a description of the internship; approximate dates of the internship, and the total number of hours to be worked.

Evaluation of Internship

At the end of the Internship, you will be asked to fill out a brief evaluation form, assessing the student’s performance and verifying the number of hours worked. We require that your evaluation arrive no later than one month after the completion of the internship. More detailed instructions will be mailed to you near the end of the student’s internship. Although internships are graded pass/fail, they are considered an important aspect of the Master of Arts Program and do carry credit. Students are expected to carry out their duties in a thoroughly professional manner.

Credit Scale

Up to three (3) credits will be granted for a successfully completed internship based on the number of hours worked according to the following schedule:

50 to 74 hours	1 credit
75 to 99 hours	2 credits
100+ hours	3 credits

Questions regarding BGC Internship requirements and procedures may be directed to the Associate Dean, Elena Pinto Simon, at 212-501-3057 or simon@bgc.bard.edu.