



Decorative Arts, Design History, Material Culture

TO THE PROSPECTIVE INTERNSHIP SPONSOR:

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

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 areas of academic and professional interest can be utilized and enhanced.

Petition and Approval Process

All internships must have the dean's approval. The approval process is as follows:

- * The student and prospective internship sponsor meet to discuss the internship.
- * The prospective sponsor writes a letter of support.
- * The student submits a petition along with the sponsor's letter of support to Dean Simon.

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. An evaluation form 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:

- | | | |
|--------------------------|----------------------|-----------|
| <input type="checkbox"/> | 50 to 74 hours | 1 credit |
| <input type="checkbox"/> | 75 to 99 hours | 2 credits |
| <input type="checkbox"/> | 100+ hours..... | 3 credits |

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