HAA 1903: History of Art and Architecture Internship

Course Requirements

Students seeking to earn academic credit for the HAA internship must follow this process:

1. Students must notify Gretchen Bender as soon as they line up an internship position, to have it formally approved. You can do this by emailing her at ghb1@pitt.edu, providing the name of your site supervisor, the name of the organization for whom you will be working, and a brief description of your responsibilities and the projects on which you will engage.
2. Complete an internship agreement form with your site supervisor when your internship begins and submit this to Gretchen Bender, and provide your site supervisor with the form.
3. Keep track of your hours, as per the instructions below under “journal and paper format.” You must work a minimum of 120 hours on site to earn 3 credits.
4. Maintain a journal as per the instructions below during the internship.
5. When your internship nears completion, submit the journal (and its paper component) to Gretchen Bender. Please note that specific deadlines are announced every semester for students enrolled in HAA 1903. This material is usually due during the last week of classes.
6. Ask your site supervisor to complete an intern evaluation form for you and submit it to Gretchen Bender via email (ghb1@pitt.edu) or fax (412/648-2792) by the semester’s deadline.

Internship Journal Format

Students are required to submit a carefully written internship journal to Gretchen Bender, who serves as faculty sponsor. The purpose of the journal is for the student to describe their activities and to summarize their experience in the internship. The internship journal is kept in the student's file and may be used for future reference. The internship journal should be typed and printed on regular 8 ½ x 11 inch paper and bound with a single staple in the upper left hand corner. Hand-written journals and journals written in specially bound note-books are not acceptable. The internship journal should have a single cover page listing:

- The student’s name
- The student’s contact information (address, phone, email)
- The name and address of the firm or organization where the internship was completed
- The full name and contact information for the Internship Supervisor (work phone, email)
- The dates during which the internship was completed

The Internship Journal should consist of 2 sections:
Section 1 will be a day-by-day, point-form summary of the work executed by the student throughout the period of employment.

Each daily entry should begin with the date and should give a clear, detailed description of activities completed that day. Details such as the names of people the student worked with, names of projects, places visited, etc. should be included. Skills and knowledge acquired during the internship should be indicated.

Section 2 will be a minimum 5-page reflective summary of what the student learned during the internship. This section will be written as a narrative in the form of an essay consisting of grammatically correct sentences. This is the place for the student to reflect on their experience and to explain how the internship has affected their thinking about the profession and their career.

Supplementary documentation: students may include photographs of work, sample written materials or other documentation executed during the internship. Supplementary documentation should be printed on 8 ½ x 11 inch paper and stapled at the end of the Internship Journal. Supplementary documentation should be clearly labeled to explain what it represents.

(revised June 2011)