

UNM ARTS MANAGEMENT PROGRAM

College of Fine Arts
 University of New Mexico
 Tel: 505-277-0550 / Email: artsmgmt@unm.edu



INTERNSHIP AGREEMENT

Student's Name: _____ Yr: _____ Term: _____

Address: _____ City _____ ST _____ Zip _____

Phone/Cell: _____ Email: _____

Major: _____ Degree: _____

Have you submitted a declaration of minor for Arts Management? Yes / No **(This must be done prior to internship.)**

Organization Site: _____

Address: _____ City _____ ST _____ Zip _____

Tel: _____ Email: _____

Supervisor and/or Mentor's Name: _____

Mentor's Job Title: _____

INTERN SCHEDULE: Interns are required to work a total of 150 hours over the term (Summer internships are 15 hours over 10 weeks; Fall & Spring internships are 10 hours over 15 weeks). The work schedules are arranged between the intern and the mentor and then submitted to Robin Mandell, Program Coordinator. While it is recommended that interns work a regular weekly schedule, it's common in the arts to have schedules that fluctuate do to programming needs. An intern's primary commitment is to their studies and secondarily to their internship; nonetheless, the internship is for course credit and the host arts organization provides 50 percent of the intern's grade. Therefore, flexibility and clear communication are important to maintaining a sense of dependability.

Work Schedule						
Start date:				End date:		
Mon Hrs.	Tue Hrs.	Wed Hrs.	Thu Hrs.	Fri Hrs.	Sat Hrs.	Sun Hrs.

NOTE: A crafted job description is required prior to the internship. A separate form is provided to assist with creating the intern's job description. **Briefly state a general list of duties and responsibilities the intern will do in the space below.**

Orientation for the intern provided by host organization might include the following:

- | | | |
|--|--|---|
| <input type="checkbox"/> Staff introductions | <input type="checkbox"/> Office Facilities | <input type="checkbox"/> Organization Mission |
| <input type="checkbox"/> Office Protocol | <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Overview of Programs |

Intern's Signature: _____

Date: _____

Host Mentor's Signature: _____

Date: _____

UNM Supervisor's Signature: _____

Date: _____

All three parties should keep a signed copy of this agreement.