



## **INFORMATION FOR EMPLOYERS/INTERNSHIP SITE HOSTS**

Internships provide students with professional experience to enhance their academic course work and apply knowledge and skills learned in the classroom in real-world settings.

Students in the Arts Management Minor are generally in their senior year at Colorado State University and are in a wide variety of majors ranging from Fine Arts, Music and Dance to Communication Studies and even Science. Students in the Arts Management graduate program enroll at CSU with undergraduate degrees in various disciplines including Performing Arts, Music, Management, Psychology and many others. Many graduate students in the LEAP Arts Management program are working professionals in the arts management field but it is not a requirement for admission to the program.

Potential internship hosts should carefully consider their obligation to the student to provide a valuable in-field learning experience. Supervisors and students should work together to design an educational experience that is beneficial to the organization and the student. Given that students are studying arts management in order to become professionals in the field, we request that the internship host assign the intern as little menial work as possible. While menial work is inherent in every organization, it is the intention of the Arts Management Program to encourage students to take on leadership roles and activities as much as possible in the context of their internships. Internship hosts should be able to provide professional duties that give interns opportunities to progress in their careers. Some examples include; personnel management, leadership, facilities management, grant writing, fund-raising, event management, budgets, program coordination and other relevant skills.

The United States Department of Labor outlines the following six criteria for unpaid internships.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to the wages for the time spent in the internship.

Both interns and hosts are required to complete the [Internship Agreement Form](#). Students should submit the completed and signed form to the Program Advisor for approval prior to beginning the internship position. This agreement form will act as a syllabus; each internship, student and host is different, resulting in unique learning objectives.

## **LEARNING OBJECTIVES FOR INTERNS**

Clear learning objectives are brief descriptions of specific tasks and skills that an intern will learn are the foundation of successful internships. Working together students and their site managers should provide a list of clear objectives and goals for the internship. Please do not use a narrative statement of the scope of the internship or principal themes when completing the objective section of the form.

Think about what a successful intern should be able to do:

- What concepts should they be using?
- What kinds of analysis should they be able to perform?
- What kind of writing should they be able to do?
- What types of problems should they be solving?

Examples of clear learning objectives:

By the conclusion of the internship, the student should be able to:

- Compose clear and professional press releases.
- Carry out effective project plans.
- Determine if working for a non-profit organization is an appropriate goal for me.
- Analyze political theories used in campaign planning.

## **INTERNSHIP HOST OBLIGATIONS**

- Provide the student intern with a written job description and conditions of the internship (included in the internship agreement).
- Sign the Internship Agreement Form indicating willingness to supervise and evaluate the intern.
- Provide supervision, feedback, and a written evaluation of the intern by the end of the internship hours.
- The student is not required to participate in potentially dangerous circumstances to earn academic credits associated with this internship. CSU and its representatives cannot take responsibility for any harm associated with such external agency activities.

Please contact the LEAP Arts Management Program Advisor with any questions or concerns.