

Internship Instruction Sheet

Graduate Internship

The internship is a degree requirement of Bard Graduate Center's Master of Arts program. Students are encouraged to seek out internship opportunities that provide them with professional experience and where their knowledge of the decorative arts, design history, and material culture can be utilized and enhanced.

Instructions:

1. Make an appointment with Professor Linn to discuss your interests, internship possibilities, and the timeline.
2. Once you have secured an internship, make sure your sponsor sees the "To the Prospective Internship Sponsor Form." You can then submit a completed petition along with the sponsor's letter of support to Alec Newell for review by the Academic Programs Committee. Generally, these materials should be submitted by April of your first year.
3. Once your internship is complete, make sure your sponsor completes the evaluation form. This may be submitted to Alec Newell (alec.newell@bgc.bard.edu) once the internship is completed.
4. All students are required to submit a 3-5 page summary report of your internship. This report might include what your day to day responsibilities were and how they changed or developed; what you learned from the experience; a consideration of how valuable the internship was with regard to your academic/professional interests; other comments/observations. Please refer to the Student Handbook for more details. This report must be received within one month of the completion of your internship. Failure to do so will result in the loss of credit for the work done.