Internship Contract for ARTH4005: Art History Internship

Department of Art History, The University of Hong Kong

last updated July 2023

**(A) FOR THE INSTITUTIONAL SUPERVISOR TO COMPLETE:**

Institution:

Name of the Institutional Supervisor:

Title of the Institutional Supervisor:

Name of the Student:

Beginning and end dates of internship work:

Total number of working hours (not to exceed 80):

Expected work schedule (e.g. hours and days each week, or dates of concentrated work):

Projects the intern will be involved with, if applicable e.g. specific exhibitions, Art Basel etc.:

Tasks the intern will be performing may include (but are not limited to):

\_\_Curatorial tasks \_\_Education and Public Relations

\_\_Conservation tasks \_\_Research

\_\_Collections Management \_\_Administrative

Additional assessments, if applicable (see below)

Further description of internship (up to 100 words):

The educational benefits of this internship may include aspects of the following goals:

\_\_\_Technical knowledge about handling works of art

\_\_Problem-solving

Creative thinking

\_\_Critical thinking

\_\_Improving cultural or intercultural understanding

\_\_Improving communication and interpersonal skills

\_\_Working as part of a team

\_\_Developing and fulfilling project goals

\_\_Experience with public speaking or other engagement with the public

\_\_Improved information technology (IT) skills

\_\_Other:

**(B)** **INSTITUTIONAL SUPERVISOR STATEMENT**

I have read and accepted the *Guidelines for ARTH4005*. The total working hours of the internship should not exceed 80 hours. No other contract will be signed between the internship-providing institution and the student named below that requires additional work within the duration of the current internship. Any additional assessments over the ones set out in the *Guidelines* are to be agreed between the student, and the academic and institutional supervisors, and set out in the **section A** above.

**(C) STUDENT STATEMENT**

I have read the *Guidelines for ARTH4005* (please see more information at [ARTH4005 – Art History @HKU](https://arthistory.hku.hk/index.php/academic-programmes/undergraduate/courses/arth4005/)) and I accept the conditions of the internship. I understand that if I do not adhere to the terms of the internship, I will earn a poor grade for the course. I will keep a diary of the hours (not to exceed 80) I spend in my internship with a general description of what I did during my time. I will complete and submit required written assignments on time (*when applicable*). I agree to meet with other interns as arranged by the Academic Supervisor and to submit a brief reflective report at the end of the internship. I also understand this is the only contract I have and sign for my internship under *ARTH4005.*

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(Name of Student) (Signature) Date

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(Institutional Supervisor) (Signature) Date

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(Academic Supervisor) (Signature) Date