



Submission Guide – The Arts Internship Program

Purpose of the program

The Arts Internship Program supports meaningful workplace experiences for Arts undergraduate students with non-profit organizations in the community. The program aims to provide students with opportunities to build connections between their disciplinary and professional experiences, become career ready, and build community connections.

Proposal submission

Proposals submitted for the Arts Internship Program serve two purposes: (1) to indicate how student interns will be exposed to meaningful workplace experiences and mentorship opportunities while they are in their placements, and (2) to provide students with detailed descriptions of the roles they may take on with Community Partner organizations.

We have developed a template that contains a series of guiding questions. We encourage you to think about all of the questions presented and take the time to answer them as comprehensively as possible to aid in developing and describing a high-impact work experience opportunity within the Arts Internship Program at UBC.

Internship Description

What are the student's duties?

What is the level of supervision provided to the student?

What is the level of complexity of the tasks expected from the student?

How does this role relate to the goals of the unit/program?

Qualifications

What are the previous skills/knowledge that the student must possess in order to be successful in this position?

What are the elements needed for a student to be a great fit for this position?

Student Learning Components

What kinds of orientation and training will the student receive?

What kinds of feedback and ongoing support will the student receive?

What mentorship opportunities will be available for the student?

What kinds of encouragement and support for reflection will the student receive?

How does this position develop and enhance the student's personal and professional development?

How does this position compliment classroom learning?

What opportunities does this position offer for the student to develop workplace skills or graduate competencies?

What opportunities are available for the student to expand their network?