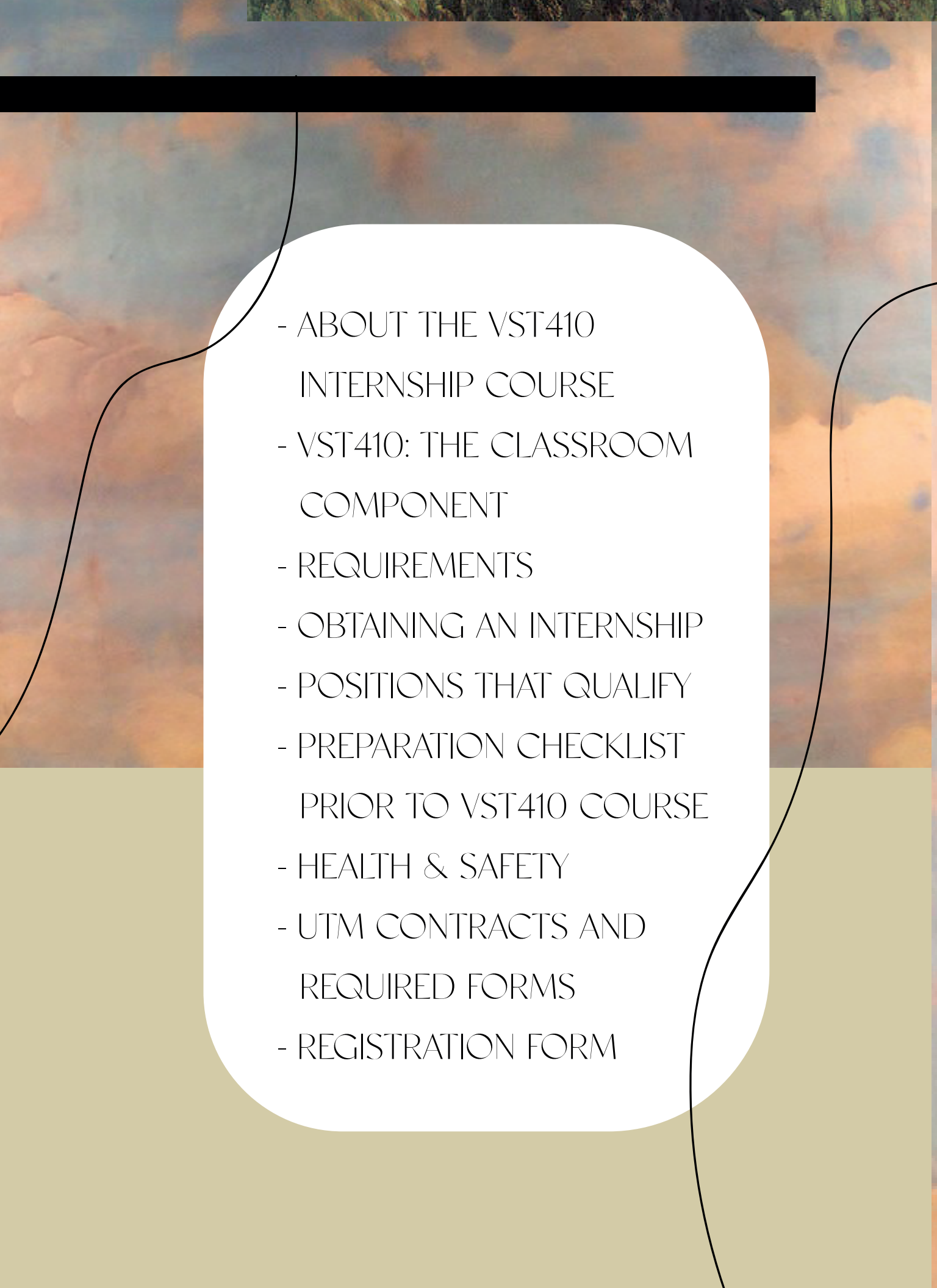


handbook handbook handbook handbook



INTERNSHIP IN
VISUAL STUDIES

VST 410

- 
- ABOUT THE VST410
INTERNSHIP COURSE
 - VST410: THE CLASSROOM
COMPONENT
 - REQUIREMENTS
 - OBTAINING AN INTERNSHIP
 - POSITIONS THAT QUALIFY
 - PREPARATION CHECKLIST
PRIOR TO VST410 COURSE
 - HEALTH & SAFETY
 - UTM CONTRACTS AND
REQUIRED FORMS
 - REGISTRATION FORM

ABOUT THE VST410 INTERNSHIP COURSE

VST410 gives students in the Department of Visual Studies opportunities for experiential learning, connecting academic knowledge to the “real world,” building professional contacts, and strengthening knowledge of an industry and potential career path. In this course for academic credit (0.5), interns and employers work together, with employers mentoring students to facilitate on-the-job learning. Students in VST410 have successfully secured internships in many different settings, including auction houses, galleries, museums, advertising and graphic design firms, arts educational programs, community cultural centres, arts magazine, publishing houses, media and television organizations, textile and design firms, research organization, film institutes, and festival organizations. Internship placements are for 100 hours and may be unpaid or paid.

In an internship, you can:

- Earn academic credit (0.5 FCE)
- Apply academic theories and knowledge to professional contexts
- Learn about a particular arts-related industry and organization
- Develop a professional network
- Learn about your strengths and areas needing improvement
- Learn new skills
- Refine career or post-graduate educational goals
- Secure a reference for future internships or jobs

VST410: THE CLASSROOM COMPONENT

Taught by a DVS instructor in the fall term, VST410 has a classroom component to facilitate and enhance the internship experience. Students first learn skills that will help them secure an internship, from writing effective CVs and cover letters to communicating well in job interviews. Students also identify what skills and knowledge they’ve gained during their studies and how those academic strengths correlate to the needs of employers in public and private sectors. In this way, VST410 builds awareness of how different kinds of academic skills are valued by employers.

Students are evaluated during the fall and winter terms. VST410 course requirements include regular updates and a final report and presentation. The final grade for the course will be based on these assignments, along with the assessment of the employer.



REQUIREMENTS

Prerequisite: Minimum completion of 5.5 credits in DVS Programs and 8.0 additional credits; minimum CGPA 2.5; permission of internship instructor. Please contact the instructor and coordinator, H. Sonne de Torrens, harriet.sonne@utoronto.ca, to discuss if VST410 is right for you.

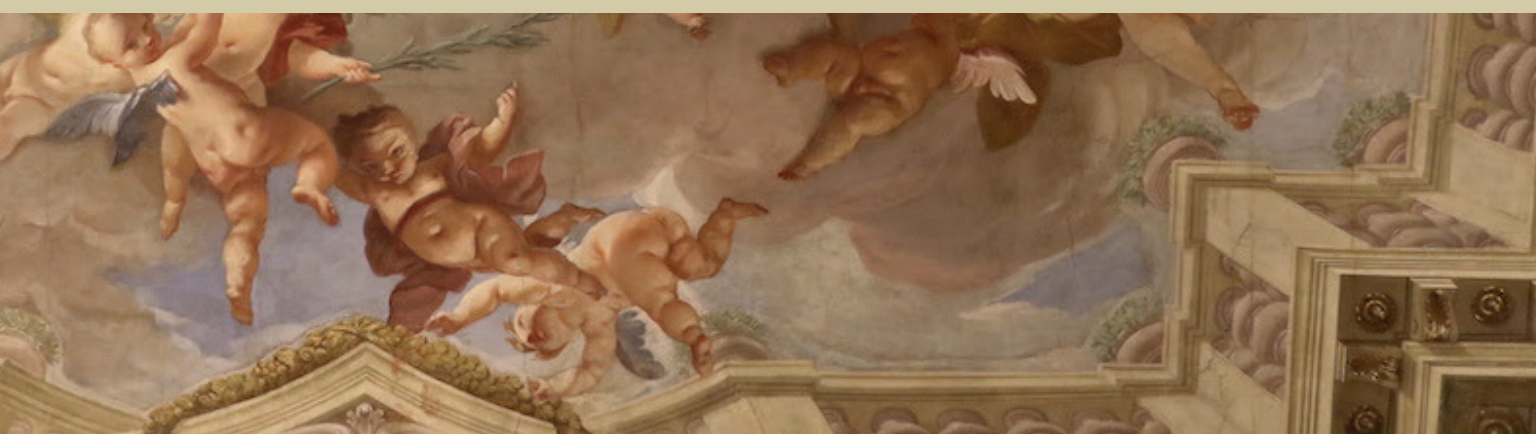
OBTAINING AN INTERNSHIP

Each student is responsible for securing an internship placement in their area of interest for the winter term. Through the fall term the VST410 instructor assists and advises in this process, but students must take the initiative in various ways—exploring job fairs, clubs, associations, cultural job sites, LinkedIn opportunities, social media sites, magazines and directories, arts organizations’ websites, UTM career centre, and so on. See the UTM Research Guide for a list of previous sites where DVS students have had internship placements.

POSITIONS THAT QUALIFY

Placements in arts-related or other organizations where interns can use what they’ve learned in university and gain experience related to their potential career paths.

An internship can be unpaid or paid. If paid, please consult with the Coordinator of the VST410 course and the Ontario Employments Standards Act, which provides information on minimum wages, hours of work, overtime pay, sick leave, etc. Students wishing to work in their family’s business are discouraged from doing so because securing impartial feedback or evaluation is difficult. Moreover, students working in their family’s business are unlikely to benefit from the same experiential learning experience. For these reasons, “arms-length” arrangements are encouraged.



PREPARATION CHECKLIST

- Contact the instructor of VST410, H. Sonne de Torrens, harriet.sonne@utoronto.ca
- Plan your academic schedule so that you will have time to complete the required 100 internship hours
- Think about where and what type of arts-related organization you would like to obtain an internship placement
- Begin to investigate the types of arts-related organizations in the GTA
- Update your resume

HEALTH & SAFETY

Occupational Health & Safety Act

<https://www.ontario.ca/laws/statute/90o01>

UTM Human Resources Health & Safety

<https://www.utm.utoronto.ca/human-resources/current-staff/health-safety>

UTM CONTRACTS AND REQUIRED FORMS

- Registration form once a placement has been secured (to be submitted to course coordinator)
- For paid placements:
 - o Student Declaration of Understanding
 - o Letter to Employer
- For unpaid (or paid honorariums) placements:
 - o Student Placement Agreement
 - o Student Declaration of Understanding
 - o UTM Placement Site / Declaration of Confidentiality
 - o Letter to Employer



SAMPLE INTERNSHIP REGISTRATION FORM – VST410

| | |
|--|--|
| Student Name | |
| Student Program of Study | |
| Student's Year in Program | |
| Expected Date of Graduation | |
| UofT Email | |
| VST410 YEAR (2022-23, etc.) | |
| Employer - Company Name | |
| Employer core service, product or mission? | |
| Company Address | |
| Company Website | |
| Internship Department | |
| Supurvisor's Name | |
| Supurvisor's Email Contact | |
| Intern's Job Description | |
| If Paid - Hourly Wage | |
| Start Date of Internship | |
| End Date of Internship | |
| Average Hours Worked per Week | |
| Signature of Student | |
| Date Signed | |



VST410: Internship in Visual Studies

This guide offers information about the UTM Department of Visual Studies internship course.

Search this Guide

Search

Course Description

Securing an Internship - STEPS

Internship Opportunities

Student Experiences



Gardner Museum, Toronto



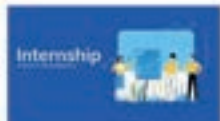
Marniep Botgat, VST410, 2020.



Onide Tians, VST410, 2020.



Aga Khan Museum, Toronto



Isabella Vranos, VST410, 2020.



Jasmina Alleyne, VST410, 2020.



Yuel Si, VST410, 2020.

Introduction

There are numerous art-related institutions in the GTA. Below is a **brief list of some sites** where students in the past have completed their internships. If you have an interest in an institution not listed, speak with your co-ordinator - there are many more opportunities not listed. Students have gained advertising, auction house, curatorial, film festivals, graphic design, publishing, social media, tattooing and video-game design experience in a range of settings and institutions.

Fellowship - Internship Opportunity

- Aga Khan Museum: Junior Fellows, Internship Opportunity. Click and download pdf flyer for more information.
Please consult the internship course requirements for VST410S (UTM) for further details on progress monitoring and reporting.

Art Galleries, Museums and Cultural Centres

Art Gallery of Mississauga

Art Gallery of Ontario

Gardner Museum

General Hardware Contemporary Art Gallery

Living Arts Centre

McMichael Canadian Art Collection

Oakville Galleries (Og2)

Peel Heritage Complex

Royal Ontario Museum

The PowerPlant

Visual Arts Mississauga "To enrich our community by fostering an appreciation of the visual arts through education, exhibition and engagement; and by enhancing the vibrancy of the artistic community."

Arts Magazines and Publishers

Art Metropole "Art Metropole is a not-for-profit organization with a focus on the production, dissemination and contextualisation of artist initiated publication in any media, especially those formats and practices predisposed to sharing and circulation."

Charlotte Magazine

C Magazine "C Magazine, established in 1994, is a contemporary art and criticism periodical that functions as a forum for significant ideas in art and its contexts. Each quarterly print issue explores a theme that is singularly engaged with emerging and prevailing perspectives through original art writing, criticism and artist projects."

Broken Pencil "Since 1995, we have been a mega-zine dedicated exclusively to exploring independent, creative action. Published four times a year, each issue of Broken Pencil features reviews of hundreds of films and small press books, plus comics, excerpts from the best of the underground press, interviews, original fiction and commentary on all aspects of the indie arts. From the hilarious to the perverse, Broken Pencil challenges conformity and demands attention."

Canadian Art "Canadian Art is the preeminent platform for journalism and criticism about art and culture in Canada."

The Dance Current "The Dance Current is a magazine that takes the reader inside the art and culture of dance in Canada."

Artist Run Centres

Art Metropole (artist books, printed matter, and multiples)

InterAccess Electronic Media Arts Centre (new media)

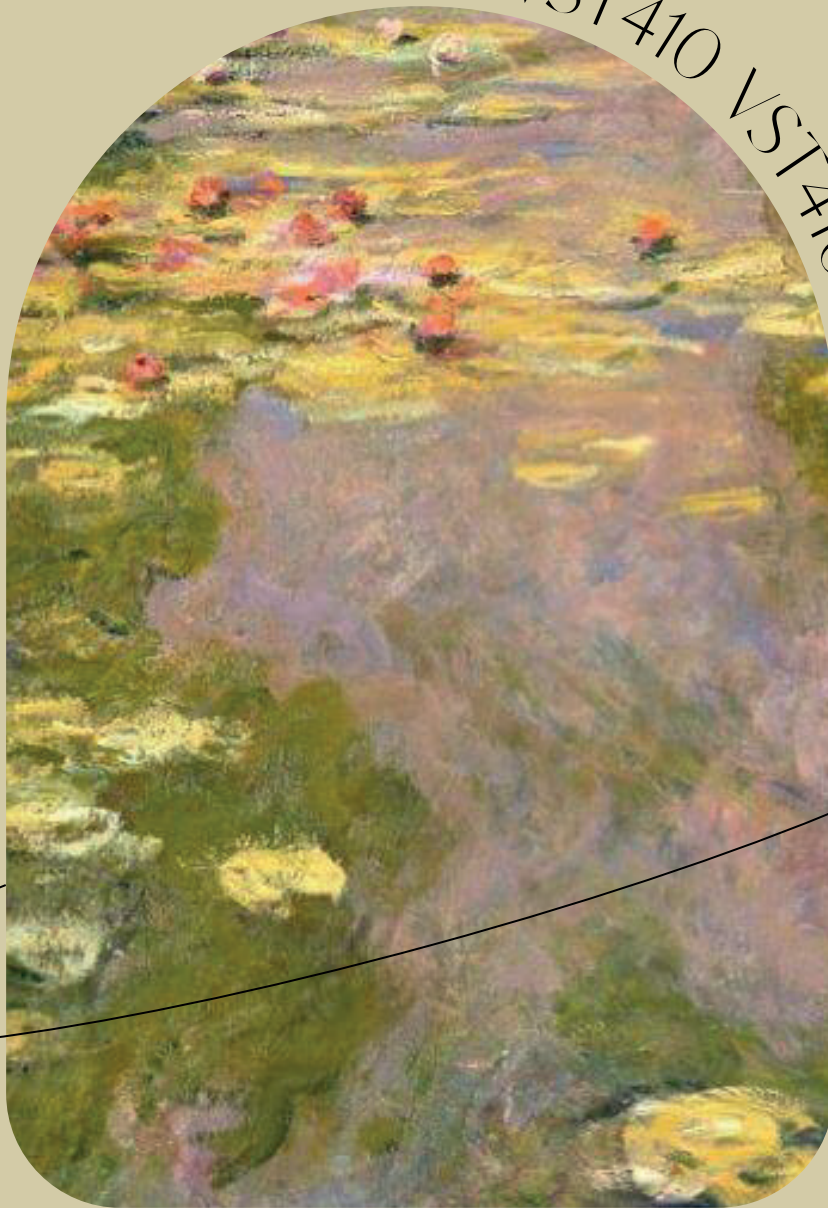
Mercer Union

DPW Gallery (photography and moving image)

SPACE (emerging artists)

YYZ Artists Outlet

VST410 VST410 VST410



Visual Studies
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THE DEPARTMENT OF VISUAL STUDIES