Master of Arts in Arts Administration – Internship Guidelines

Internship Component
The internship is worth three credit hours and shall consist of at least 280 hours in an arts-related field. Students should register for AADM-Y750 and complete the internship after two full-time semesters of degree coursework. Most students opt to complete this requirement in the summer between the second and third semesters or after the final semester of on-campus coursework. Before registering for AADM-Y750, students must submit the required paperwork through the Career Development Office and obtain approval prior to beginning work. To be eligible for an internship, you must be in good academic standing (3.0 GPA).

Guidelines for International Students:
International students of the MAAA Program must meet with Assistant Director, Megan Starnes, prior to beginning an internship. Students will have to apply for Curricular Practical Training (CPT) and must submit an electronic request to the Office of International Services (OIS). For more information on CPT, please click here.

AADM-Y750 Internship Guidelines
In order to fulfill your internship requirement, you must complete the following steps:
1. Complete and submit an electronic approval request
2. Receive an authorization e-mail from MAAA Assistant Director, Megan Starnes
3. Register for three credits of AADM-Y750
4. Complete a minimum of 280 hours of internship experience
5. Complete and submit the self and program evaluations
6. Have your supervisor complete and submit the electronic employer evaluation

Students are responsible for submitting three pieces of paperwork.
- Internship Approval Request
- Internship Self Evaluation
- Internship Program Evaluation

All forms should be completed through the SPEA Careers portal.

Internship supervisors are responsible for submitting one piece of paperwork at the conclusion of the internship.
- Employer Evaluation

Supervisors will complete an evaluation of the student's work. An email will be sent to the supervisor that provides the necessary information to complete and submit the evaluation form.

The internship component will be considered complete when all documentation (Self Evaluation, Program Evaluation, and Employer Evaluation) has been submitted and the student has registered for AADM-Y 750. For further advising on the internship component, please make an appointment with Megan Starnes in the Masters Program Office (MPO) – SPEA 260.