

Internship Information Sheet

How do I find an internship?

The internship requirement is an important part of the MA program that helps students to gain professional skills, experience, and contacts. Over the past 25 years, BGC MA students have completed internships at over 250 institutions around the world. We keep a list of recent institutions from the past three to four years available on the [Career Services Job Board](#). The first step to finding an internship is determining what you would like to get out of your internship experience. Do you want to work at a particular institution, type of institution (such as an art museum, historic house museum, auction house, archive, gallery, or non-profit) or archaeological site? Do you want to gain professional experience in a new aspect of a field you already know or in a completely new field? Do you hope to work with objects of a certain kind or from a particular time and/or place? We think of the internship requirement primarily as career development, but you might also consider how your internship experience could contribute to your academic work. In the past, some students have been able to incorporate parts of their internship research into their Qualifying Projects or course research papers.

The Director of Masters Studies (DMS) oversees the internship program, and will meet with you all as a group, and individually, during your first term to discuss your ideas and to review the process. It is important to realize that the responsibility for finding an internship is yours, but we will guide you, alerting you to opportunities, offering workshops on cover letters and resumes, and provide other advice as needed. Please also note that formal internship opportunities are not as plentiful as they had been in the past, and we are thus more flexible in accepting different kinds of experiences in fulfillment of this requirement, so long as they provide professional development.

What is the process for setting up an internship?

The DMS will go over this with you, but basically you will write to a person or institution to ask about the possibility of interning. This initial contact may be prompted by a call for applications or an initiative of your own. Recent internship locations are posted on the internship section of the job board. You might have some additional correspondence about the terms of the internship, such as potential projects, hours, compensation, etc. Once the internship has been set up, you will fill out the Internship Petition form and also secure a letter confirming your appointment from your supervisor or institution. (Please share the Internship Sponsor Letter information form with your internship sponsor). At the end of the internship, you will file a brief three to five-page report to the DMS / Academic Programs Office, and your supervisor will provide us with an evaluation. The relevant forms can be found in the "[Resources](#)" section of the BGC website and can be submitted electronically or on paper.

When should the internship be finalized?

Internships should be decided by the time you register for fall courses in late April of your first year. There are instances where you might still be waiting to hear from a competitive internship at that point, and that is fine. But by April you should be in the last stages, and you should keep the DMS informed of any late notices or problems. See also the "Timeline" question below.

Does the internship have to be during the summer?

Most full-time students tend to complete their internships during the summer following the Bard Travel Program and before the beginning of classes in early September. Some students have completed their internships during the semester or extended an opportunity beyond the summer. This does require juggling your internship with your coursework, however, so we encourage you to use the summer to take care of this requirement, if possible. Part-time students have more flexibility in deciding when to complete the requirement, but they too should meet with the DMS about this in their first year just to assess options.

Can I split my hours between two opportunities?

Yes. Internships may be split between two opportunities. Completing hours is usually not an issue. The internship requires only 100 hours, and many of you will do much more than that during a summer. But if you have two compelling opportunities, and one is for fewer than 100 hours, you may fulfill the remainder at another location / organization.

How many internships should I apply for?

This varies. On average students apply to three to five internships, but in recent years some have applied to significantly more.

I'm interested in internships outside of NY, especially international ones. How can I make that happen?

We encourage you to look widely for internships! There are some logistics to bear in mind, though. First of all, there is the reality of cost. Not only are internships often unpaid, but there are visa, housing, and living costs to be considered. BGC has some limited resources to help offset some of these costs, but even with funding it is still likely to be an expense. So if you are serious about interning abroad, you should think about this early on.

A number of special opportunities will be announced by the DMS during the year. Some internships are competitive, and we will have a call for applications.

Does an internship need to be “unpaid”?

No. We hope the internship will be paid.

What is the typical timeline for a summer internship? When should I be doing what?

Oct—Nov: The DMS will meet with students as a group and individually (by appointment) to discuss interests and options; you should also be searching for opportunities on your own. Check the Internships section of the Career Services Job Board as well as other sources, e.g. the webpages of institutions of interest.

Oct—Dec: The DMS will announce special internships along with calls and instructions for applications

Nov—Jan: Students should be applying to outside institutions before their various deadlines.

By March 1: The DMS will announce BGC funding opportunities and application instructions to support internship-related travel and housing costs.

Mid-to-late April: Internships should be finalized by the time you register for fall classes; Sponsor Letters and Internship Petitions should be submitted to the Academic Programs Office.

At the end of your internship: Ask your sponsor to complete the Internship Evaluation form. Submit your three to five-page summary report of your internship to Julia Cullen (julia.cullen@bgc.bard.edu) no later than one month after your internship ends. This report should 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; and any other positive or negative feedback you would like us to know about. Please refer to the Student Handbook for more details. Without your report and your sponsor's evaluation we will not be able to certify that you have completed the requirement.