**INTERNSHIP AGREEMENT [INTERN NAME]**

The internship program at the Biggs Museum of Art is designed to provide practical, hands-on experience to students who wish to pursue a career in the arts and non-profit fields. Each intern works with the Curator of Education to design an overarching project specifically within their field of interest and relevant to their coursework and/or career. Due to the small nature of the institution, interns will also engage and assist with multiple departments outside of those to which they are specifically assigned.

**[Department] Intern**

**Overarching Project:**

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**Additional Responsibilities:**

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**Professional Expectations:**

- The Curator of Education will regularly meet with the intern to track progress and satisfaction with assigned projects and the program as a whole
- Prompt notification of any scheduling changes or general concerns
- Professional attire – business casual dress-code

**Schedule:**

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