

## **Internship Agreement**

### **ART 454: Art Therapy Internship**

*This course is required for the BA degree. This form must be typed and is available on Canvas. The intern is responsible for the completion of this form and submission to the professor by 1/18/22. Excluding previous arrangements made with Professor Zeisler, failure to meet this deadline will result in being dropped from the ART 454 class roster.*

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**Spring 2022**

Internships are collaborations among Converse University, School of the Arts, Department of Art and Design, Art Therapy Program, the professor, the student, the employer, and the employer's designated intern supervisor.

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#### **Course Information:**

Professor: Laura Zeisler ATR-BC, LISW-CP

Email: [laura.zeisler@converse.edu](mailto:laura.zeisler@converse.edu),

Phone: 828-596-9314

Course Credits: 3

Required hours on-site: 120

Academic Requirements: See the ART 454: Art Therapy Internship syllabus for course assignments and expectations. A weekly supervision course is required and taken in conjunction with the internship. The course hours are not included in the 120 hours total. This course allows for two absences during the semester; any additional absences without documentation from the Student Accessibility Services office, will result in an F for the course.

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#### **Student Contact Information:**

Name: Marissa Haigwood

Email and Phone: [MIHaigwood001@converse.edu](mailto:MIHaigwood001@converse.edu) - (712)-435-0023

University Address: 580 E. Main Street Spartanburg, SC 29302

Address during the internship, if different:

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#### **Employer Contact Information:**

Company Name: Eden Terrace Assisted Living

Address and Phone: 2780 E Main St, Spartanburg, SC- 29307 - (864) 351-6332

Employer's Designated Intern Supervisor Name and Title: Cindy Moore, Engagement Director

Supervisor email and phone: [Cindy.Moore@arborcompany.com](mailto:Cindy.Moore@arborcompany.com) - (864)-579-7387

To ensure a productive internship experience, below is a list of the Roles and Responsibilities of Employers. These guidelines will help you to provide the necessary structure for the internship.

#### **Employer's Roles and Responsibility:**

*Note: The supervisor obligates to inform the professor immediately of any undue activities during the internship.*

- Provide realistic exposure to the career field and assist the student in developing learning objectives for the internship.

- Outline internship responsibilities and expectations for the semester.
- Inform the student of required safety standards, orientations, organization policies, documentation, and procedures.
- Meet with the student and provide supervision regularly.
- Maintain contact with the Center for Professional Development and the professor regarding the student's progress.
- Complete the performance evaluations sent out by the Center for Professional Development by the requested deadline.
- Schedule an in-person feedback session with the student and professor to review the midterm and final performance evaluation.
- The site will be responsible for providing a reasonable amount of art materials.

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**Student's Roles and Responsibility:**

Start and End Dates: Feb 1<sup>st</sup>, 2022

Orientation Dates/plan: January 5<sup>th</sup>, 2022

Schedule per week: Included

**Internship Learning Objectives:**

1. By the end of the semester, the student will be able to articulate a minimum of two resident's intergenerational narratives to support a cultural exchange.
2. By May 13th, 2022, the student will be able to articulate three examples of how the internship reinforced her commitment to be of service to others.
3. By the end of the internship, the student will be able to communicate three acquired *Art Mentor* skills unique to working with older adults.
4. The student will ensure the weekly experiential plans includes an art-making space and materials which are accessible to the co-artists by consulting with her supervisor.

**Intern's Primary Responsibilities:**

1. Plan, organize, and facilitate art experientials each week to be done within that week or for future art-making with residence of Eden Terrace.
2. Create and hold professional conversations with residence.
3. Attend meetings with supervisor when requested or scheduled and be prepared with any assignments/documentation needed for the meetings.
4. Always conduct self professionally, follow all Eden Terrace policies and procedures, keep supervisor informed of all issues, have supervisor approve/proof everything before sending it out.
5. Additional responsibilities will be finalized the first week of internship.

To ensure a productive internship, below is a list of the student's responsibilities and expectations for the semester.

- Create developmentally appropriate art-making opportunities. The intern will create facilitation paperwork for each group.
- Complete all written documentation and meet all documentation deadlines.
- The student will abide by all agency policies and procedures, including the dress code.
- Make any neglect or abuse reports immediately to your site supervisor. Once addressed on-site, the student will contact Professor Zeisler within 24 hours and report the steps completed.
- Be on time and professional throughout the internship.

- Create an inclusive and accessible environment. Including speaking loud enough so everyone can fully participate.
- Take direction and feedback to improve overall Art Mentor skills.
- Adhere to all agency and CDC policies regarding COVID-19.
- Interns are required to keep a folder of their daily clearances throughout the spring semester. **Any student without campus clearance, may not go on-site until cleared and the Wellness Center provides documentation.**
- Maintain confidentiality at all times.
- Adhere to AATA's Code of Ethics and Multi-Cultural Competency.
- The first week of the internship, the student will determine which art materials are available on-site. If applicable, request a written (and realistic) budget for any additional materials.
- If a student has any concerns regarding the site, it will be their responsibility to seek individual supervision from either Professor Zeisler or Cathy Gowan. Failure to address concerns immediately will negatively impact your grade and potentially your safety.

**Student Agreement to abide by the AATA Code of Ethics and Multi-Cultural Competencies**

The Art Therapy major at Converse University is guided by the American Art Therapy Association's Code of Ethics (2021) and the Multi-Cultural Competencies (2015). The tenets of these documents are found throughout the curriculum and experiential learning experiences.

I recognize, without reservation, the field of art therapy's notion– that a client's values, beliefs, and actions are influenced by race, ethnicity, nationality, gender, religion, socioeconomic status, political views, sexual orientation, geographic region, physical capacity (or human variation), and historical or current experiences with the dominant culture. I understand my obligation to engage with respect and dignify all individuals, regardless of our cultural similarities or differences.

By signing this agreement, I acknowledge having read both documents, I understand the required expectations and can meet the expected codes of conduct.

Initial MIH

**COUNTY OF SPARTANBURG ) INTERNSHIP PROGRAM PARTICIPANT**

The undersigned student of Converse University (Intern) is participating in the University's internship program during Spring Semester 20 22. The intern understands that neither Converse University nor its staff is liable for injuries or damages sustained by the intern while they are participating in the internship program. Interns are not covered under the University's insurance policies for any injury they may receive at the internship site. Further, there is no coverage by the University's insurance policies for any damages sustained by the internship site as a result of the intern's conduct.

*The intern acknowledges receiving adequate and satisfactory information concerning the internship site and the risks associated with working at said internship site and represents that they know of no reason why they should not be placed as an intern at said internship site. Intern acknowledges their obligation to reveal to the University the existence of any condition which might result in injury or damage to themselves or to the internship site as a result of their participation in the University's internship program.*

*In consideration of receiving permission from Converse University, a corporation, to participate in internships or any activities related to course work the undersigned hereby releases Converse University, its agents, officers, servants and employees, of and from all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury of the undersigned in connection with the participation set forth above.*

*\*I give the University permission to release information contained in a background check and/or SC Sex Offender Registry to the internship site, if required by said internship site.*


*This Release shall be binding upon the heirs, executors, administrators and assigns of the undersigned.*

**PRINTED NAME:** Marissa Haigwood

**Student Signature:** 

**\*IN WITNESS WHEREOF, the undersigned has executed this Acknowledgement and Release this**

2 day of December, 20 21.

**Witness Signature:** 

**Initial** MJH

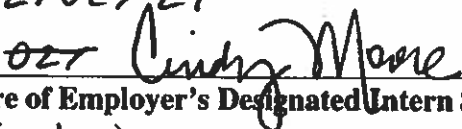
The organization agrees to observe COVID-19 guidelines from the centers for Disease Control and Prevention (CDC), along with any federal, state, or local restrictions.

**Student Printed Name:** Marissa Haigwood




**Signature of Student Intern** (attests agreement with the information above)

**Date** 12/02/21

 Cindy Moore, Engagement Director ET

**Signature of Employer's Designated Intern Supervisor** (attests agreement with the information above)

**Date**

 ATR-BC, LISW-CP

**Signature of Professor Zeisler**

**Date** 12/02/21



# February

2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
31 January	1 February	2	3	4	5/6
7	8 Internship at Eden Terrace 12-5 pm	9	10 Internship at Eden Terrace 12-4pm	11	12/13
14	15 Internship at Eden Terrace 12-5 pm	16	17 Internship at Eden Terrace 12-4pm	18	19/20
21	22 Internship at Eden Terrace 12-5 pm	23	24 Internship at Eden Terrace 12-4pm	25	26/27
28	1 March	2	3	4	5/6
7	8	9	10	11	12/13

# March

2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 February	1 March Internship at Eden Terrace 12-5 pm	2	3 Internship at Eden Terrace 12-4pm	4	5/6
7	8 Internship at Eden Terrace 12-5 pm	9	10 Internship at Eden Terrace 12-4pm	11	12/13
14	15 Internship at Eden Terrace 12-5 pm	16	17 Internship at Eden Terrace 12-4pm	18	19/20
21	22 Internship at Eden Terrace 12-5 pm	23	24 Internship at Eden Terrace 12-4pm	25	26/27
28	29 Internship at Eden Terrace 12-5 pm	30	31 Internship at Eden Terrace 12-4pm	1 April	2/3
4	5	5	7	8	9/10



# April

2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
28 March	29	30	31	1 April	2/3
4 <small>Spring Break</small>	5 <small>Spring Break</small>	6 <small>Spring Break</small>	7 <small>Spring Break</small>	8 <small>Spring Break</small>	9/10
11	12 Internship at Eden Terrace 12-5 pm	13	14 Internship at Eden Terrace 12-4pm	15	16/17
18	19 Internship at Eden Terrace 12-5 pm	20	21 Internship at Eden Terrace 12-4pm	22	23/24
25	26 Internship at Eden Terrace 12-5 pm	27	28 Internship at Eden Terrace 12-4pm	29	30/1 May
31	31	4	5	6	7/8

# May

2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
25 April	26	27	28	29	30/1 May
2	3 Internship at Eden Terrace 12-5 pm	4	5	6	7/8
9	10 Internship at Eden Terrace 12-5 pm	11	12 Last Day of Internship Internship at Eden Terrace 12-4pm	13 Scheduled hours: 147 Orientation hours: 5 Total Hours: 122	14/15
16	17	18	19	20	21/22
23	24	25	26	27	28/29
30	31	1 June	2	3	4/5