ArtsECO Intern Program – Guidelines for Host Sites

Program Goals
The ArtsECO Intern Program PAYS UWM education students for hands-on art education engagements with Milwaukee-area arts organizations/programs. Students are paired for semester-long experiences in art and community-based education. Students review a list of available internships and rank their top three choices. ArtsECO reviews applications and assigns interns within one week of application. If you would like to participate in the application/assignment process for your site, please reach out to artseco-interns@uwm.edu.

Host Site Pre-Internship Checklist - Commit & Submit!
ArtsECO will reach out 4-6 weeks PRIOR to the internship semester. As a host site, you will need to:

- **CONFIRM or DECLINE** within one week of receiving an email invitation from ArtsECO
- **PROVIDE** ArtsECO with an updated description and schedule information, considering:
  - Brief site/organization description
  - Internship description
  - Schedule - key dates, weekly hours, specific days of week
  - In-person OR remote OR combo (when applicable)
- **RESPOND** to the ArtsECO e-introduction email

Intern Onboarding
Once an intern is assigned, you will receive an email introducing you to your ArtsECO Intern(s) along with information on program-wide processes for reporting and approving intern time. All ArtsECO Interns participate in a group orientation with UWM. Additional site-specific onboarding activities led by your organization/program might include:

- Site-specific orientations or organizational trainings, especially those that ground your own employees in culture/methodologies of the organization (i.e., trauma-informed care, restorative practices, arts integration, etc.)
- Staff meetings or gatherings
- Meet and greet with program participants, staff, facilities tours, etc.
- Program or classroom observations
- Explain acronyms or specialized language – share a cheat sheet!

Questions/Clarifications: artseco-interns@uwm.edu