

XVI. The J.E.A. Crake Arts Internships

The Crake Foundation, established by the late J.E.A. Crake, Josiah Wood Professor of Classics and Head of the Classics Department at Mount Allison from 1946 to 1976, offers Arts Internships which are intended to encourage students to participate in collaborative projects in drama, fine arts, music and creative writing. The interns will work with artist-scholars and arts technicians to gain experience, learn techniques and develop their creative skills.

Terms and conditions

1. The awards are open to all full-time students who are in good standing. ("Full-time" means that students must be registered in at least three courses per term.)
2. The projects will be collaborative in nature, in that students will work closely with faculty and/or staff typically from the following: Fine Arts, Drama, Music and Literature Departments (English, French, German, Spanish).
3. Applicants are encouraged to propose projects of an interdisciplinary nature.
4. The Internships are not be used to replace current employment opportunities for students, or for faculty research assistants.
5. Internships are awarded according to creative and artistic merit rather than financial requirements.
6. Projects are initiated by students but require the support of the mentoring faculty or staff mentor.
7. Students are permitted to hold internships for projects being completed for academic credit.
8. The internships usually involve three hours per week, from November 1 until the project is complete in early April.
9. Projects must be completed and final reports submitted to mentors by April 15 of the academic year in which the awards are made.
10. The Internship program will be administered by a committee representing Drama, Fine Arts, Music, Creative Writing, a faculty member at large, and one or more students. The Committee will elect its own chair, keep a record of meetings and serve as a selection committee. The Chair will be responsible for activities outlined in Procedures below.

Procedures

1. The Chair of the Crake Arts Internships Committee arranges the advertisements for the program and schedules meetings at which the Committee evaluates proposals. The Chair will inform the Dean, Financial Services and successful applicants so that internships can begin by November 1. Notification to students will include links to this policy, to Dr. Crake's biography [jeacrakefoundation.org/jea-crake-bio], and a copy of the final report form.
2. Funds will be awarded in the following manner: One half of the award will be given at the beginning of the Internship. The second and final payment will be made when the project is completed, and the report submitted. (See #3 & #4, below.)
3. The intern will provide the mentor with two copies of the final report, which are then sent to the Chair of the Committee by April 10.
4. The second (final) payment will be made when Financial Services receives notification from the Chair of the Committee that two copies of the intern's final report has been received from the mentor. Final payment will not be authorized after April 15.
5. The Chair of the Selection Committee will send a report to the Dean of Arts. That report will consist of a brief account of the Committee's activities for the current year, the names of the members of the committee, the number of applicants, copies of successful applications, and final the report of each intern. The report is due by May 20.
6. The Provost will provide the Foundation with the following information by May 31:
 - 6.1. The report described in number 5 (above).
 - 6.2. A statement from the Controller verifying that the funds in the account were spent in accordance with the terms and conditions and the status of the account as of May 1.
7. The Foundation will inform the University by June 30 of the level of support to be provided for the J.E.A. Crake Arts Internships for the academic year beginning July 1.

Three Internships.

The value of each Internship is \$1000.

[June 2017]