

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: <u>Fine Arts</u>	Today's Date: <u>Feb. 5, 2011</u>		
b.	Department/Division: <u>Art</u>			
c.	Contact person name: <u>Ben Withers or Jane Peters</u>	Email: <u>bwithers@uky.edu</u> or <u>jane.peters@uky.edu</u>	Phone: <u>257-4013</u> or <u>257-1716</u>	
d.	Requested Effective Date: <input type="checkbox"/> Semester following approval	OR	<input checked="" type="checkbox"/> Specific Term/Year ¹ : <u>Fall 2011</u>	
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: <u>A-H 599</u>			
b.	Full Title: <u>Experiential Education in Art History & Visual Studies</u>			
c.	Transcript Title (if full title is more than 40 characters): <u>Experiential Ed in A-H & Vis. Studies</u>			
d.	To be Cross-Listed ² with (Prefix and Number): _____			
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	_____ Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	<u>45hrs/credit</u> Practicum	_____ Research
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____	
f.	Identify a grading system: <input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail		
g.	Number of credits: <u>1-9 credits</u>			
h.	Is this course repeatable for additional credit?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES: Maximum number of credit hours: <u>9</u>			
	If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
i.	Course Description for Bulletin:	<u>Internship with a university, community, state, regional or national organization that provides practical work experience related to art history and/or visual studies. The internship is identified by the student, conducted under the supervision of the on-site supervisor, and evaluated by a faculty advisor. Students must file a learning contract with the College of Fine Arts to register for the course. May be repeated to a maximum of nine credits. Prereq: Two art history courses at the 500-level, or graduate status, or permission of the instructor.</u>		
j.	Prerequisites, if any: <u>Two art history courses at the 500-level, or graduate status, or permission of the instructor.</u>			
k.	Will this course also be offered through Distance Learning?	YES ⁴ <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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I.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3.	Will this course be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
4.	Frequency of Course Offering.			
a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
5.	Are facilities and personnel necessary for the proposed new course available?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
6.	What enrollment (per section per semester) may reasonably be expected?	<u>1-4 students</u>		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, explain:	_____		
8.	Check the category most applicable to this course:			
	<input checked="" type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input type="checkbox"/> Relatively New – Now Being Widely Established			
	<input type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9.	Course Relationship to Program(s).			
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, name the proposed new program:	_____		
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES ⁵ , list affected programs:	_____		
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See <i>SR 3.1.4.</i>)			
b.	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.			

⁵ In order to change a program, a program change form must also be submitted.

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Signature Routing Log

General Information:

Course Prefix and Number: A-H 599

Proposal Contact Person Name: Jane Peters Phone: 257-1716 Email: jane.peters@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
ART College of Fine Arts Curriculum Comm.	2/4/2010 4/6/11	Bea Willetts Jane Johnson	Bea Willetts Jane Johnson
		17-4013 / burthous@uky.edu	
		7-1709 / jhjohn@email.uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	10/25/2011	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

A-H 599: Internship in Art History & Visual Studies

Instructor: Art History & Visual Studies faculty member

Office: Fine Arts Building

Telephone:

E-mail:

Office Hours:

Course Description

Internship with a university, community, state, regional, or national organization that provides practical work experience related to art history and/or visual studies. The internship is identified and initiated by the student, conducted under the supervision of the on-site supervisor, and evaluated by the art history & visual studies faculty advisor. An Internship Program Learning Contract is required in order to register for the course. 1-9 credits. May be repeated to a maximum of nine credits. Prereq: Two art history courses at the 500-level, or graduate status, or permission of the instructor.

Student Learning Outcomes:

Upon completion of this course, students should be better able to:

- identify the skills needed for the internship position
- assess their level of preparation for this career direction
- evaluate their performance in performing the skills required for the position
- identify skills they need to develop or improve for this career direction
- evaluate how this career direction coincides or deviates with their preconceived notions
- demonstrate strong communication skills
- demonstrate an ability to work effectively with others
- demonstrate strong task/time management skills
- demonstrate a professional attitude (adaptability, appearance, dependability, initiative, motivation, judgment, etc.)
- identify the career directions they may, or may not, wish to pursue upon graduation

Identifying and Obtaining an Internship position

Internships provide valuable hands-on learning opportunities that can ideally help students identify future careers more effectively or learn applicable skills for a career. An internship can even lead to an employment opportunity. It is the *student's* responsibility to identify a desirable internship placement, an on-site supervisor willing to act as mentor on the job, and establish with the on-site supervisor the nature of the internship.

Before speaking with a faculty advisor or supervisor, students will want to give thought to their desired placement:

- the type of organization they want to experience (museum, non-profit arts organization, gallery placement, visual resources, conservation, advertising agency, film-related industry, etc.)
- the location of the internship (local, regional, national or even international organization)
- the length of the internship (approximate dates)
- the number of credits to be completed

The sooner one starts to identify an internship placement, the better. It is recommended that a student start at least a semester in advance to identify a local placement. Placements at the regional and national levels may require multiple applications and perhaps interviews that require even more time and preparation. With faculty assistance, students should identify several possible placements.

The Art History & Visual Studies graduate advisor has a list of local/regional placements held by previous students. The library also has online resources for identifying internships (click on “jobs, internships & fellowships” at <http://libguides.uky.edu/art>). For other sources to research possible internships, see below. (Help us add to this list):

- *Artsopportunities* www.artsopportunities.org
- *Career Alternatives for Art Historians* (website by Charles M. Rosenberg) www.nd.edu/~crosenbe/jobs.html#usef
- Internship Opportunities in Arts & Entertainment (website by Berkeley Career Center) career.berkeley.edu/artsintern/Listings.stm
- *National Directory of Arts Internships* (no copies available in UK libraries)
- *Resources in Art History for Graduate Students* (website by Adrienne DeAngelis) www.efn.org/~acd/resources.html
- Websites of specific organizations where you would like to intern
- www.internships.com or www.interhships.com/intern/arts/art

It is the student’s responsibility to contact the internship sites and determine their application procedures. Students should be prepared to submit a resume, cover letter, portfolio of work, preliminary to an interview. Professionalism is important to any interview situation.

Students must download an Internship Program Learning Contract (www.uky.edu/careercenter/students/internships) and fill it out in consultation with both the on-site supervisor and faculty advisor and obtain the required signatures. After obtaining the required signatures the form must be turned into the College of Fine Arts Dean’s Office (204 Fine Arts Building) to have the hold lifted before being able to register for the course.

Roles of the on-site supervisor and campus faculty advisor.

On-site supervisors act as mentors who orchestrate the internship experience. Interns may work with a number of persons at a placement, but the supervisor is the person who organizes the internship and ultimately oversees and assesses the intern's performance and professionalism.

In order to complete a learning contract, the supervisor must clarify the activities, responsibilities, and expectations involved during the internship period. Besides introducing a student to a number of typical activities, some supervisors may in addition assign an individual project or assignment that the student starts and brings to completion. The student's learning objectives should concur with the kinds of responsibilities enumerated by the on-site supervisor.

The supervisor's assessment of the student's performance may take the form of a written evaluation, or students may provide them with an evaluation form obtained from the Graduate Advisor in Art History & Visual Studies. It is the student's responsibility that the faculty advisor receives this evaluation prior to the grading period.

The faculty advisor may be selected from any art history & visual studies faculty member. Often students select the graduate advisor or a faculty member they have taken courses with. The faculty member's requirements for assessment of the final grade need to be stated on the learning contract form. Typical kinds of requirements include: a reflective journal, portfolio of any work produced, an assessment of how the internship corresponds to, or deviates from, the intern's expectations, the placement supervisor's assessment, regular meetings during the internship, required exit interview, or any combination of these, etc. It is the faculty advisor who assigns the grade based on the criteria agreed upon in the learning contact.

Payment for an internship

While sometimes internships are paid, most are not. The experience gained may in the long term prove much more valuable.

The **length of the internship** is determined by the number of credits a student registers for.

<u>Number of Credits</u>	<u>Number of Internship hours</u>
1 credit	45-50 hours
2 credits	90-100 hours
3 credits	145-150 hours
6 credits	290-300 hours
etc.	

Students schedule their hours with their on-site supervisor. In some cases, this may be a regularly scheduled, such as a set ten hours per week. In others, it may vary depending on the project (perhaps 20 hours one week, than few hours the next). Work schedules are whatever the students agree upon with their supervisors. It is very important that the students honor their scheduled commitments.

