1. General Information

1a. Submitted by the College of: FINE ARTS

Date Submitted: 4/15/2015

1b. Department/Division: Arts Administration

1c. Contact Person

Name: Rachel Shane

Email: rachel.shane@uky.edu

Phone: 859-257-7717

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Specific Term/Year [1]   Fall 2015

1e. Should this course be a UK Core Course?   No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?:   No

2b. Prefix and Number: AAD 299

2c. Full Title: Arts Administration Internship Orientation

2d. Transcript Title: Arts Admin Internship Orientation

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit?   No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: All students in Arts Administration are required to complete 6-credit hours of internship work. Internships provide an experiential learning opportunity for students to experience real-world circumstances in the arts. AAD 299: Arts Administration Internship Orientation is designed to prepare students for their internship experience. Topics include searching for an internship, resume and cover letter construction, interviewing skills, and professionalism in the work place. Students must complete AAD 299 before they may register for internship hours.

2k. Prerequisites, if any: Completion of AAD 150, 200, and 250, or consent of instructor.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

 If YES, enter the off campus address:

4. Frequency of Course Offering: Summer,

 Will the course be offered every year?: Yes

 If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

 If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 25

7. Anticipated Student Demand

 Will this course serve students primarily within the degree program?: Yes

 Will it be of interest to a significant number of students outside the degree pgm?: No

 If Yes, explain:

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

 If No, explain:

9. Course Relationship to Program(s).

 a. Is this course part of a proposed new program?: No

 If YES, name the proposed new program:

 b. Will this course be a new requirement for ANY program?: Yes

 If YES, list affected programs: BA in Arts Administration

10. Information to be Placed on Syllabus.

 a. Is the course 400G or 500?: No

 b. 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: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?   NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components?   NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|ABRZY2|Anna W Brzyski|AAD 299 NEW College Review|20141216

SIGNATURE|JMETT2|Joanie Ett-Mims|AAD 299 NEW Undergrad Council Review|20150415

New Course Form

Generate R

Open in full window to print or save

Attachments:

Browse...   Upload File

	ID	Attachment
Delete	4064	AAD 299 Rationale for New Course.docx
Delete	4862	AAD 299 Syllabus 4.15.2015.pdf

First 1 Last

(*denotes required fields)

1. **General Information**

   a. * Submitted by the College of: FINE ARTS ▾   Submission Date: 4/15/2015

   b. * Department/Division: Arts Administration ▾

   c.

       * Contact Person Name: Rachel Shane   Email: rachel.shane@uky.edu   Phone: 859-257-7717

       * Responsible Faculty ID (if different from Contact)   Email: Phone:

   d. * Requested Effective Date: ○ Semester following approval OR ◉ Specific Term/Year [1] Fall 2015

   e.

       Should this course be a UK Core Course? ○ Yes ◉ No

       If YES, check the areas that apply:

       ☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II

       ☐ Inquiry - Humanities   ☐ Quantitative Foundations

       ☐ Inquiry - Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning

       ☐ Inquiry - Social Sciences   ☐ U.S. Citizenship, Community, Diversity

       ☐ Composition & Communications - I   ☐ Global Dynamics

2. **Designation and Description of Proposed Course.**

   a. * Will this course also be offered through Distance Learning? ○ Yes [4] ◉ No

   b. * Prefix and Number: AAD 299

   c. * Full Title: Arts Administration Internship Orientation

   d. Transcript Title (if full title is more than 40 characters): Arts Admin Internship Orientation

   e. To be Cross-Listed [2] with (Prefix and Number):

   f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

1	Lecture		Laboratory[1]		Recitation	Discussion
	Indep. Study		Clinical		Colloquium	Practicum
	Research		Residency		Seminar	Studio
	Other	If Other, Please explain:				

   g. * Identify a grading system:
       ◉ Letter (A, B, C, etc.)
       ○ Pass/Fail
       ○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
       ○ Graduate School Grade Scale

   h. * Number of credits: 1

   i. * Is this course repeatable for additional credit?   ○ Yes ◉ No
       If YES: Maximum number of credit hours:
       If YES: Will this course allow multiple registrations during the same semester? ○ Yes ○ No

j. * Course Description for Bulletin:

All students in Arts Administration are required to complete 6-credit hours of internship work. Internships provide an experiential learning opportunity for students to experience real-world circumstances in the arts. AAD 299: Arts Administration Internship Orientation is designed to prepare students for their internship experience. Topics include searching for an internship, resume and cover letter construction, interviewing skills, and professionalism in the work place. Students must complete AAD 299 before they may register for internship hours.

k. Prerequisites, if any:

Completion of AAD 150, 200, and 250, or consent of instructor.

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. * Will this course be taught off campus?   ○ Yes ◉ No

If YES, enter the off campus address:

4. **Frequency of Course Offering.**

a. * Course will be offered (check all that apply):   ☑ Fall   ☑ Spring   ☑ Summer   ☐ Winter

b. * Will the course be offered every year?   ◉ Yes ○ No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available?   ◉ Yes ○ No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected?   25

7. **Anticipated Student Demand.**

a. * Will this course serve students primarily within the degree program?   ◉ Yes ○ No

b. * Will it be of interest to a significant number of students outside the degree pgm?   ○ Yes ◉ No

If YES, explain:

8. * Check the category most applicable to this course:

☑ Traditional – Offered in Corresponding Departments at Universities Elsewhere
☐ Relatively New – Now Being Widely Established
☐ 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 ◉ No

If YES, name the proposed new program:

b. * Will this course be a new requirement [5] for ANY program?   ◉ Yes ○ No

If YES [5], list affected programs::

BA in Arts Administration

10. **Information to be Placed on Syllabus.**

a. * Is the course 400G or 500?   ○ Yes ◉ No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identi additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. ☑ * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if appl 10.a above) are attached.

[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, re two hours per week for a semester for one credit hour. (from SR 5.2.1)
[5] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
[4] In order to change a program, a program change form must also be submitted.

Rev 8/09

AAD 299: Arts Administration Internship Orientation
Rationale for New Course

All students in the BA in Arts Administration program are required to complete 6-credit hours of internship. This has been a requirement for many years. We have found, however, that students can have a difficult time preparing for the internship process. Many of our students have never worked or have only worked in retail or service industry jobs. Preparing for employment in a professional office environment is notably different. Additionally, searching for internship opportunities is foreign to most of the students.

Therefore, the Arts Administration faculty would like to create a 1-credit hour orientation course for students in order to prepare for this pre-professional experience. The course will focus on how to find appropriate internships for career goals, preparing materials for applications including resumes and cover letter, professionalism in the workplace and interviewing skills. Additionally, the course will feature a panel discussion with internship employers in the arts about what they look for in intern candidates. The faculty feel that this will better prepare our students for their "real-world" experience.

This will be a new required course in the BA in Arts Administration.

AAD 299: Arts Administration Internship Orientation

Course and Instructor Information:

Credit Hours:	1	**Instructor:**	Rachel Shane, PhD
Term:	Spring 2016	**Office:**	111 Fine Arts
Classroom:	To be announced	**Office Hours:**	MW 4-5pm and by appointment
Class Hours:	W 12:00—12:50	**Phone:**	859.257.7717
		Email:	rachel.shane@uky.edu

Course Description:
All students in Arts Administration are required to complete 6-credit hours of internship work. Internships provide an experiential learning opportunity for students to experience real-world circumstances in the arts. *AAD 299: Arts Administration Internship Orientation* is designed to prepare students for their internship experience. Topics include searching for an internship, resume and cover letter construction, interviewing skills, and professionalism in the work place. Students must complete AAD 299 before they may register for internship hours.

Prerequisites:
Completion of AAD 150, 200, and 250, or consent of instructor.

Student Learning Outcomes:
Upon completing this course, students will be able to:
- Utilize research skills to identify arts organizations with internship opportunities
- Compare and contrast internship characteristics and organizational qualities
- Clarify career options and preferences
- Practice sound interviewing skills
- Develop and refine oral and written communication skills

Required Texts:
- Links to readings will be provided on the course website under the Readings tab

Course Schedule:
The following schedule outlines the course topics, readings and assignments due for each class.

Dates	Topic	Assignments Due
Jan. 13	Introduction, Expectations, & Class Overview	
Jan. 20	Overview of Internships and Experiential Learning	
Jan. 27	Creating an Internship and Job Search Plan	Readings Due: ❑ Young Entrepreneur Council. "How Not to Get a New Job: An 8-Step Plan." Forbes.com. January 25, 2013.

Feb. 3	Opportunity Sharing	Assignments Due: ❏ Entries into Google Drive database ❏ Sharing in class
Feb. 10	Implementing Your Search Plan	Readings Due: ❏ To Be Determined
Feb. 17	The Art of Resume Writing	Readings Due: ❏ "Resume Writing: How to Write a Masterpiece of a Resume." Rockport Institute. Assignments Due: ❏ Internship Search Plan ❏ Bring to class your current resume
Feb. 24	Resume Review	Assignments Due: ❏ Resume Draft
Mar. 2	Selling Yourself: Cover Letters	Readings Due: ❏ Adams, Susan. "How to Write a Cover Letter." Forbes.com March 24, 2011. ❏ Gallo, Amy. "How to Write a Cover Letter." Harvard Business Review. February 4, 2014. Assignments Due: ❏ Bring to class a cover letter you have recently used
Mar. 9	Cover Letter Review	Readings Due: ❏ Cover Letter draft
Mar. 16	SPRING BREAK	No Class Meeting
Mar. 23	In-depth Organizational Research	Assignments Due: ❏ Identification of three (3) internship opportunities of interest
Mar. 30	Interview Do's and Don'ts	Readings Due: ❏ Youshaei, Jon. "12 Surprising Interview Tips." Forbes. October 20, 2014.
Apr. 6	Panel: Arts Professionals on Hiring Practices	Assignment Due: ❏ Questions for Guest Speakers
Apr. 13	Professionalism in the Workplace	Readings Due: ❏ Grier, Emily. "Ten Things To Do Before You Start Your Internship." Her Campus. May 16, 2013. ❏ Hacker, Carol. "10 Reasons Why You May Not Be Getting a Job Offer." Think Energy Group. Assignment Due: ❏ Organization Profile
Apr. 20	Mock Interviews / Group A	Assignment Due: ❏ Final Cover Letter and Resume ❏ Mock Interviews ❏ Meeting with DUS

Apr. 27	Mock Interviews / Group B	Assignment Due:
		❏ Final Cover Letter and Resume
		❏ Mock Interviews
		❏ Meeting with DUS
May 4	Mock Interview Video Review	Assignment Due:
		❏ Final Reflection
		❏ Meeting with DUS

Course Policies:

Attendance

Attendance and promptness for the course is mandatory. Unexcused absences will impact a student's attendance grade (10% of final grade) according to the following criteria:

Number of Unexcused Absences	Grade
0	100
1	90
2	80
3	0

NOTE: Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed **(excused or unexcused)** per university policy.

Excused Absences

Students will need to notify the professor in writing of absences prior to class. Senate Rule 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes (8 times) scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Assignment Submissions

Assignments should be submitted via Canvas under the Assignment Submissions tab. All assignments must be submitted **before the start of class on the due date** in order for it to be considered on time.

Late Submissions

Assignments that are submitted any time after class starts on the due date are considered late. There is a 10-point deduction for each day an assignment is late. Assignments that are seven or more days late will receive a grade of "0."

Number of Days Late	Late Penalty	Highest Grade Possible
1	-10	90%
2	-20	80%
3	-30	70%
4	-40	60%
5	-50	50%
6	-60	40%
7 or more days late	0	0%

Students must contact the instructor within one full week after an **excused absence** regarding the make-up of missed work.

There are no late grades for tests or quizzes. If a student misses a test or quiz (except for a qualifying excused absence), he or she will receive a grade of "0" for the test/quiz. Make-ups will be given at a mutually convenient time and only for official excused absences.

Grading

Each student's overall course grade will be computed according to the following breakdown:

Assignments	Weight
Attendance	10
Participation	10
Internship Search Plan / Internship Database Entries	25
Resume	10
Cover Letter	10
Organization Profile	15
Internship Mock Interview	15
Meeting with DUS	5
TOTAL	100%

Students can find their current overall grade at any time—including their midterm evaluation—on the course website by clicking on the Grades tab.

Grading Scale

Letter Grade:	A
Characterization:	Excellent
Explanation:	The student's work is of outstanding quality according to the criteria established for evaluation. The work is professional, executed at the highest level, and is fully finished while demonstrating a full understanding and command of Web design concepts. The student regularly engages in discussions by bringing ideas and questions to the table, as well as adding to the established conversation.
Range:	90 to 100 percent
Letter Grade:	B
Characterization:	Good
Explanation:	The student's work is of above average quality according to evaluation criteria. The work is professional, executed at an above average level, and is fully finished while demonstrating knowledge and a good understanding of Web design concepts. The student

	engages in discussions by adding thoughtful commentary to the established conversation.
Range:	80 to 89 percent
Letter Grade:	C
Characterization:	Average
Explanation:	The student's work is of satisfactory or adequate quality according to evaluation criteria. The work meets the requirements, but demonstrates little effort, skill, or understanding of Web design concepts. The student engages in most discussions, but not adding new or different commentary to the established conversation.
Range:	70 to 79 percent
Letter Grade:	D
Characterization:	Poor
Explanation:	The student's work barely meets requirements, demonstrates little effort, skill, or understanding of Web design concepts. The student engages in some discussions, but does not add anything new or different commentary to the established conversation.
Range:	60 to 69 percent
Letter Grade:	E
Characterization:	Failing
Explanation:	The student does not complete the work and does not engage in discussions. The work is clearly of unacceptable quality according to the evaluation criteria.
Range:	0 to 59 percent

Assignment Guidelines
Guidelines for each assignment will be distributed in class. These guidelines can also be found within Blackboard under the Assignment Guidelines tab.

Assessment Criteria
The assessment criteria for each assignment, including participation, can be found in the form of a rubric in Blackboard under the Course Content tab. Students are encouraged to review and utilize the grading rubric to guide their completion of the assignments.

Academic Integrity
Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy regarding cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe, or the student has other academic offenses on their record, more serious penalties up to suspension from the university may be enforced.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own original thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but that in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of that fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research with outside sources of information, the student must carefully acknowledge exactly what, where and how the information originated. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Classroom Behavior, Decorum and Civility
Free discussion, inquiry, and expression are encouraged and supported in this class. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; not silencing of cell phones and/or texting in class; repeatedly talking in class without being recognized; talking while others are speaking; or disparaging another person's opinion.

Accommodations
If you have a documented disability that requires academic accommodations, please see me as soon as possible during my scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.