# REQUEST FOR NEW COURSE

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|---|---|---|---|---|
| **1.** | **General Information.** | | | |

| | | | | |
|---|---|---|---|---|
| **a.** | Submitted by the College of: | Fine Arts | Today's Date: | 08/23/2011 |

| | | | | |
|---|---|---|---|---|
| **b.** | Department/Division: | Arts Administration | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **c.** | Contact person name: | Michael Braun | Email: | Michael.Braun@uky.edu | Phone: | 257 4142 |

| | | | | |
|---|---|---|---|---|
| **d.** | Requested Effective Date: | ☒ Semester following approval | OR | ☐ Specific Term/Year[1] : _____ |

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

| | | |
|---|---|---|
| **a.** | Prefix and Number: | AAD 699 |

| | | |
|---|---|---|
| **b.** | Full Title: | Internship in Arts Administration |

| | | |
|---|---|---|
| **c.** | Transcript Title (if full title is more than 40 characters): | _____ |

| | | |
|---|---|---|
| **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 | _____ Indep. Study |
| _____ Clinical | _____ Colloquium | <u>3</u> Practicum | _____ Research | _____ Residency |
| _____ Seminar | _____ Studio | _____ Other – Please explain: _____ | | |

| | | |
|---|---|---|
| **f.** | Identify a grading system: | ☒ Letter (A, B, C, etc.) ☐ Pass/Fail |

| | | |
|---|---|---|
| **g.** | Number of credits: | 3 |

| | | | |
|---|---|---|---|
| **h.** | Is this course repeatable for additional credit? | YES ☒ | NO ☐ |

| | | |
|---|---|---|
| | If YES: Maximum number of credit hours: | <u>3</u> |

| | | | |
|---|---|---|---|
| | If YES: Will this course allow multiple registrations during the same semester? | YES ☐ | NO ☒ |

| | | |
|---|---|---|
| **i.** | Course Description for Bulletin: | Students without substantial work experience in the field of Arts Administration are required to complete three credit hours of internships in order to graduate, and must work at least 50 hours for each credit hour earned. While students are ultimately responsible for finding and completing their internships, students do receive ample support and assistance from Program faculty throughout the process. The activities to be carried out during internships must be mutually agreed upon by the student, their faculty supervisor and the host organization supervisor. Most internships are completed during the summer between the student's first and second year in the program. However, internships can also be completed during spring and fall semesters, or the summer after students have completed their regular course work. |

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[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*)

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|---|---|---|---|
| **j.** | Prerequisites, if any: _____ | | |
| **k.** | Will this course also be offered through Distance Learning? | YES[4] ☐ | NO ☒ |
| **l.** | Supplementary teaching component, if any: ☒ Community-Based Experience ☐ Service Learning ☐ Both | | |

| | | | |
|---|---|---|---|
| **3.** | **Will this course be taught off campus?** | YES ☐ | NO ☒ |

**4.** **Frequency of Course Offering.**

| | | | |
|---|---|---|---|
| **a.** | Course will be offered (check all that apply): ☒ Fall ☒ Spring ☒ Summer | | |
| **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?** 6 | | |

**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: Masters in Arts Administration | | |
| **b.** | Will this course be a new requirement[5] for ANY program? | YES ☒ | NO ☐ |
| | If YES[5], list affected programs: Masters 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) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See *SR 3.1.4*.) | | |
| **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. | | |

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[4] You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
[5] In order to change a program, a program change form must also be submitted.

REQUEST FOR NEW COURSE

# REQUEST FOR NEW COURSE

Signature Routing Log

**General Information:**

Course Prefix and Number:     AAD 699

Proposal Contact Person Name:     Michael Braun     Phone: 257 4142     Email: Michael.Braun@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 |
|---|---|---|---|
| Arts Administration Program Faculty | 08/16/2011 | Michael Braun / 257 4142 / Michael.Braun@uky.edu | |
| College of Fine Arts Curriculum Committee | 08/22/2011 | Geri Maschio / 859.257.1707 / g.maschio@uky.edu | |
| | | /          / | |
| | | /          / | |
| | | /          / | |

**External-to-College Approvals:**

| Council | Date Approved | Signature | Approval of Revision[6] |
|---|---|---|---|
| Undergraduate Council | | | |
| Graduate Council | | | |
| Health Care Colleges Council | | | |
| Senate Council Approval | | University Senate Approval | |

Comments:

_____

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

# AAD 699 INTERNSHIP IN ARTS ADMINISTRATION
**Syllabus**

**Instructor:** Name
**Email:** Email Address
**Phone:** Telephone Number
**Office Location:** Adobe Connect Link
**Office Hours:** Mondays / Wednesdays / Fridays, 11 am to 12 pm, EST and by appointment
**Notes:** The instructor will be available on Adobe Connect during the office hours listed above. You may also contact the instructor by phone during office hours. Outside of office hours, please contact the instructor by email only. The instructor will answer emails within 24 hours of receiving them.

Tutorials and resources to help you with Adobe Connect are available here
http://www.uky.edu/DistanceLearning/online/adobe.php

**Course Description**
Students without substantial work experience in the field of Arts Administration are required to complete three credit hours of internships in order to graduate students must work at least 50 hours for each credit hour earned. While students are ultimately responsible for finding and completing their internships, they will receive ample support and assistance from Program faculty throughout the process. The activities to be carried out during internships must be mutually agreed upon by the student, their faculty supervisor and the host organization supervisor. Most internships are completed during the summer between the student's first and second year in the program. However, internships can also be completed during spring and fall semesters, or in the summer after students have completed their regular course work.

**Student Learning Outcomes**
Upon completing this course students will be able to:
- Function successfully within a professional work environment in their field.
- Interact effectively with their supervisors, co-workers and the internship organization's customers and patrons.
- Build professional contacts in their chosen field.
- Gain experience in the type of work they wish to pursue once they graduate.
- Position themselves to pursue work successfully in their field once they graduate.

**Course Expectations**
To successfully complete this course, students will need to do the following:
- With the assistance of the faculty advisor, find a suitable and mutually agreed upon internship site.
- Complete an *Internship Description Form* in consultation with the faculty advisor and host organization supervisor.
- Complete the hours and activities described in the internship plan in a competent, professional manner.
- Post at least one update on the *Internship Discussion Board* every two weeks and comment on the updates of at least three other arts administration students completing internships during the same semester.
- Take at least ten photographs during the course of the internship, suitable for posting on the arts administration program's web site.

- At the end of the internship, complete an evaluation form, and ask the onsite supervisor to complete an evaluation form. Then conduct an exit interview with the on-site supervisor.
- At least one week before the internship exit interview with the faculty advisor, send him or her a minimum four-page paper discussing the internship, plus the student and onsite supervisor evaluation forms, the ten internship photographs and any work samples that might help illustrate the internship activities.
- Conduct an exit interview with the faculty advisor.

**Technical Requirements**

Students taking the course must have access to the following hardware and software, which is available on all computers in UK's computer labs. Students without access the UK's computer labs must gain access to this software and hardware through other means.

Hardware
- Computer
- Video-camera, such as an "eyeball" camera or your computer's built-in camera
- Headset/microphone

Software
- PDF reader, such as Adobe Acrobat Reader
- Microsoft Office (Excel, Word, PowerPoint - available free through UK) https://download.uky.edu/)
- Windows Media Player, available at http://windows.microsoft.com/en-US/windows/products/windows-media-playeror or Apple Quick Time, available at: http://www.apple.com/quicktime/download/

Internet Browser
- Firefox 3.5 or higher

Internet Connection
- DSL, cable, or any high-speed connection

Apps
- Java
- JavaScript
- Flash

**Internship Requirements**

Students without substantial work experience in the field of Arts Administration are required to complete three credit hours of internships in order to graduate, and must work at least 50 hours for each credit hour earned.

**Internship Timing**

Students must complete 18 hours of course work before undertaking an internship.

**Finding Internships**

Students should start by consulting with their faculty advisor so that they can become familiar with internship requirements, timetables and procedures. In some cases, students will already know when and where they wish to carry out their internships and the type of work they want to do. With their faculty supervisor permission, these students may then begin pursuing the identified internships.

When students are not sure about their internship plans, their faculty advisor will assist them in narrowing their search. Faculty advisors are familiar with a wide range of Arts Administration

careers and know where students have completed internships in the past. They can also direct students to various guides, newsletters and web sites that describe available internships in the Arts Administration field. Through this process students will come to answer questions such as:

- When they want to carry out their internship.
- What type of organization they want to work in: museum, art center, theatre, orchestra, artist management agency, gallery, dance company, music publishing company, etc.
- What type of work they want to do: programming, marketing, development, education, operations, artist career management, etc.
- Where they want to complete the internship.
- How they will handle internship-related financial issues.
- Where they will live during the internship.

Once these questions have been answered, students will identify several possible internship sites and their application deadlines and procedures.

**Applying for the Internship**
Students are encouraged to apply to four or five organizations to insure they obtain an internship within their identified time frame. Organizations oftentimes require students to complete application forms and to submit cover letters, resumes, references and, sometimes, writing or work samples. The application process can also include telephone or in-person interviews. Faculty internship supervisors, or the UK Career Center, can also help students prepare their application materials and hone their interviewing techniques.

**Defining the Internship**
An *Internship Description Form* must be completed before the start of an internship. This form contains information such as:

- The name and contact information of the intern.
- The name and contact information for the organization hosting the internship.
- The name and contact information of the onsite supervisor.
- The number of hours that will be worked and how they will be scheduled.
- The dates of the internship.
- A description of how the intern will be oriented and involved in the host organization.
- A description of the intern's day-to-day responsibilities.
- A description of a project the intern will be responsible for beyond their day-to-day responsibilities.
- Level of intern compensation, if any.
- The signatures of the intern and faculty and onsite supervisors.

**Registering for the Internship**
Once the *Internship Description Form* is complete, a *Learning Contract* is then filled out and signed by the intern and the faculty advisor. At that point the internship may be added to the intern's schedule of classes. In all cases, the *Internship Description Form* and the *Learning Contract* must be completed before the internship begins.

**Faculty Supervision During the Internship**
Because most internships take place outside of the Lexington area, faculty advisors rarely conduct visits to the internship sites. Therefore, every two weeks, interns must post at least one update on the *Internship Discussion Board*, and comment on the updates of at least three other arts administration students completing internships during the same semester. Faculty advisors will

also be available, via email or telephone, when students have questions about their internships that they do not want to share on the discussion board.

**Internship Conduct**

Students are expected to conduct themselves at all times during the course of their internship in a responsible and professional manner and should expect like treatment from their faculty supervisor, their onsite supervisor and other people associated with the host organization. Students are also expected to insure that the activities defined in the *Internship Description Form* are carried out in a timely manner. Should this not be the case, interns should discuss their concerns with their onsite supervisor first, and if their concerns are not resolved, they should contact their faculty supervisor. Interns should also contact their faculty supervisor immediately if the believe that, while completing their internship, they are being harassed or are being asked to undertake unsafe, unethical or illegal activities, or they are witnessing such activities by others within the internship host organization.

**Evaluation and Grading**

During the internship, students should collect work samples and take ten photographs, documenting their internship efforts. Upon completion of their internships, students can go to the Arts Administration web site and download the evaluation forms that must be completed and signed by themselves and their onsite supervisors. Students should then arrange a meeting with their onsite supervisors to discuss the two forms and how the two parties perceived the internship experience. In addition students will be required to complete a narrative paper, at least six pages in length, evaluating their internship experience. These materials should then be sent by the student to their faculty advisor at least one week prior to their internship exit interview meeting. The student's internship faculty advisor will then assign a grade on the on the standard A, B, C, E scale used in the College of Fine Arts, according to the following criteria:

**Assignment Weight**

| Criteria | % of Grade |
| --- | --- |
| The internship was completed in compliance with the Internship Description Form that was signed by the student, the onsite and faculty supervisors prior to the start of the internship. | 20 |
| Intern posted the required updates and comments on the *Internship Discussion Board* and maintained good communications with their faculty supervisor throughout the course of obtaining and completing the internship. | 10 |
| The onsite supervisor verified that the student worked the number of required hours and performed their duties in a reasonably professional manner. | 50 |
| All of the required materials are present and completed, and the student is able to present their portfolio to their faculty supervisor in a reasonably professional manner. | 20 |
| **Total** | 100 |

**Grade Descriptions**

Grade:  A / 90%-100%

Characterization:  Excellent

Explanation: The student worked with their faculty advisor to find an excellent internship setting and developed an excellent activities plan. The student completed all of the required hours and received an outstanding evaluation from their onsite supervisor. Besides completing their own internship evaluation form in a thorough and thoughtful manner, the student ensured that their onsite supervisor completed

their form, and met with them to discuss the internship. Additionally, the student wrote an insightful, well organized, error free paper analyzing their internship experiences, took ten interesting, fine quality photographs and assembled many work samples that clearly illustrated their internship activities. Finally, the student ably explained their internship activities, and what they learned from them, to their faculty advisor at the exit interview.

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Grade: B / 80%-89%
Characterization: Good
Explanation: The student worked with their faculty advisor to find a good internship setting and developed a good activities plan. The student completed all of the required hours and received a solid evaluation from their onsite supervisor. Besides completing their own internship evaluation form, the student ensured that their onsite supervisor completed their form, and met with them to discuss the internship. Additionally, the student wrote a well organized, paper with a small number of grammar and usage errors, analyzing their internship experiences, took ten good quality photographs and assembled a reasonable number of work samples that illustrated their internship activities. Finally, the student did a good job explaining their internship activities, and what they learned from them, to their faculty advisor at the exit interview.

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Grade: C / 70%-79%
Characterization: Average
Explanation: The student worked with their faculty advisor to find a reasonable internship setting and developed an adequate activities plan. The student completed all of the required hours and received a passing evaluation from their onsite supervisor. Besides completing their own internship evaluation form, the student ensured that their onsite supervisor completed their form, but failed to meet with them to discuss the internship. Additionally, the student wrote a decently organized paper, containing several grammar and usage errors, analyzing their internship experiences, took ten passable photographs and assembled some work samples that illustrated their internship activities. Finally, the student did a capable job explaining their internship activities, and what they learned from them, to their faculty advisor at the exit interview.

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Grade: E / Below 60%
Characterization: Failing
Explanation: While the student worked with their faculty advisor to find a reasonable internship setting and developed an adequate activities plan, they failed to complete their hours, or failed to receive a passing evaluation from their onsite supervisor, or failed to complete and/or assemble some of the required evaluation materials, or failed to arrange an exit interview with their faculty advisor.

**Distance Learning Library Services**
The goal of Distance Learning Library Services is to provide access to information resources for the students who take classes through the Distance Learning Programs. Services include:
- Access to the University's circulating collections
- Document Delivery & Interlibrary Loan
- Research Assistance

Information on Distance Learning Library Services: http://www.uky.edu/Libraries/DLLS

**DL Librarian:**
Carla Cantagallo
Local phone: 859 257-0500, x2171

Toll-free phone: 800 828-0439, option 6
dlservice@email.uky.edu

**DL Interlibrary Loan Service:**
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

**Information Technology Customer Service Center & Distance Learning Programs**
UKIT http://www.uky.edu/UKIT/ provides technical support to University of Kentucky students. If students are having difficulty with UK-related systems, call 859-257-1300
Distance Learning Programs http://www.uky.edu/DistanceLearning/ or call (859) 257-3377 or email distancelearn@lsv.uky.edu

**Other Technical Complaints**
If the student is having difficulty with their own computer or software, they will be responsible for resolving these as soon as possible.

**Additional Resources**
- Check Your Computer ... a quick test to see what browser version you are using, whether or not you have Java and JavaScript enabled, your version of Flash player, and several other items
- Blackboard System Requirements ... Operating System and Browser requirements for Blackboard
- Blackboard Hardware and Software ... detailed specs on what hardware and software is required for Blackboard
- Blackboard Known Issues and Problems ... check here to review current Blackboard issues that are being worked on.
- Speed Test ... use this site to check what download speed you are getting. For videos to play, you need at least a 1 Mbps download speed. If higher, you will have less possibility of the videos having to stop and wait for more of the video to download.

**Discussion Board**
Please follow these guidelines when posting to the discussion boards:
- When posting a question, start a new thread.
- When creating a post, include a detailed subject line so other readers know what the post is about, rather than "Have you heard?" or "Read this!"
- Please reply to the appropriate topic - pay special attention to which topic you are replying. If I see that a topic is out of sequence, I may ask you to remove it and re-post to make it easier for the rest of us to follow this discussion.
- In the subject line, post your response so that it makes it easier to follow a train of thought. Add information in the subject line about what your reply includes, thus cuing in the other readers. For example, instead of "reply to …" re-name your reply "I agree but…"
- Please follow general etiquette rules when posting.  For example, do not use all caps (that is considered SHOUTING).
- Check your spelling, punctuation, and grammar when posting.

**Academic Honesty**
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment at the University of Kentucky. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic

dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. You can find this Code of Conduct available at http://www.uky.edu/StudentAffairs/Code/index.html

**Plagiarism & Cheating**
Plagiarism consists of using another person's work or ideas without giving them credit. Cheating involves such things as copying from another person's work or having another person complete an assignment for you. If you engage in either of these, you will receive an automatic " E" for the course.

**Withdrawal Policy**
It is your responsibility to drop a course or withdraw from the college.  Failure to do so will result in receiving an "E".

**Diversity**
The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, etc., will not be tolerated.

**ADA Services**
If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a letter detailing the recommended accommodations. Contact the Disability Resource Center Director, Jake Karnes, at 859-257-2754 or at jkarnes@email.uky.edu. The Center is located in the Alumni Gym, Room 2, at the corner of Avenue of Champions and South Limestone Street (next to the Student Center and across South Limestone Street from Kennedy Bookstore).