

Professional Internship ASTU 5450, Spring 2024

Instructor: Andrew (Andy) DeCaen

Office Hours: by appointment Thursdays 11:30am-1:30pm in person or on Zoom Personal Meeting ID 562 058 6888

Email: andrew.decaen@unt.edu

Internship Institution: UNT Colab

Meeting: up to 10 hours weekly

Internship Supervisor: Kristen Kendrick Bigley, Director, The CoLab

kristen.kendrickbigley@unt.edu 940.369.8259

Communications:

*****Please use normal UNT Email** to decaen@unt.edu for any issues you did not get addressed during normal class time.

***Please DO NOT use Canvas Messaging; since Outlook email will flag it as "Clutter."

Course Description and Content

This Internship course will grant academic credit [in lieu of MFA Professional Practices class that is not offered this semester](#). The Professional Internship course is for students who have an internship over the course of the semester working in an approved art or art-related field.

Course Outcomes

- gain industry experience and training in the arts
- form professional connections in the arts
- professional networking experiences

Course Structure

The intern will work up to 10 hours per week, documenting experiences through a written journal, photolog, and end of semester self assessment. These will be due on reading day along with an evaluation by the internship supervisor.

[Course Requirements and Grading- ASTU 5450](#)

Course Requirements and Grading

Activities Journal:

Daily record of all internship activities with special note on any where you are gaining new knowledge. (1 point. 10% of semester grade. Due by Reading Day.

Photo-log:

Portfolio of photos documenting each major internship project/activity you worked on.
(1 point. 10% of semester grade. Due by Reading Day.)

End of Semester Reflective Summary:

Summary of the activities, learning, and other benefits of the internship. 200-300 words.
(4 points. 40% of semester grade. Due by Reading Day.)

Assessment of the student by the Internship Supervisor.

the assessment will evaluate your respect, attendance, punctuality, positive attitude, industriousness and professionalism.

(4 points. 40% of semester grade. Due by Reading Day.)

Point Grade Scale for Projects/Assignments:

A (4.00 points) Excellent work that exceeds objectives, is very high in originality, and extremely well-conceived and executed.

A-(3.75 points)

B+(3.25 points)

B (3.00 points) Good work that meets the objectives, is high in originality, and well-conceived and executed.

B-(2.75 points)

C+(2.25 points)

C (2.00 points) Average acceptable work that meets the objectives, is fairly well-conceived and executed.

C-(1.75 points)

D+(1.25 points)

D (1.00 points) Inferior work that is minimally complete, but falls short of the objective of the project.

D-(0.75 points)

F (0.00 points) Failing work. Significantly incomplete, does not meet the objectives, and is poorly executed and/or conceived

Grade Scale for End of Semester:

UNT only allows whole-letter grades for the semester grade.

A (20.00-17.50)

B (17.49-12.5)

C (12.49-7.5)

D (7.49-2.50)

F (2.49-0.00)

Late Work Policy

All assignments are due on Reading Day. No exceptions for late work.

Submitting Projects On Canvas

All assignments for this course will be turned-in on Canvas (except for the Supervisor Assessment that will be received through email solicitation to the supervisor.)

Integrity of Authenticity

Please turn in product of your own creative work. If you are using the words that someone else wrote in a written assignment, please use quotation marks and cite your sources. If you have any questions on this topic, please ask me or read the following link: <https://teachingcommons.unt.edu/teaching-essentials/academic-integrity/academic-integrity-primer>

Artificial Intelligence software (Chat GPT, etc.) is not allowed for written assignments.

****NOTE: I retain the right to change the syllabus and post changes on Canvas Announcements if the needs of the course or students change*

Attendance Policies ASTU 5450

Attendance Policies

Punctuality and Attendance at all scheduled internship shifts is essential to passing this class

Semester grade will be significantly effected by any unexcused absences or poor punctuality . The supervisor will be asked to contact the faculty member immediately on any attendance issue or other on-the-job performance issue.

For any absence due to health/family emergency may be excused at the discretion of the supervisor if the intern contacts the supervisor prior to their shift.

COVID-19 impact on attendance

Please inform the professor as soon as possible if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19 \(Links to an external site.\)](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus.

UNT & CVAD Policies

Academic Integrity

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Disability Accommodation

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

CVAD Health and Safety Program

Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas' Office of Risk Management. Please visit the website for details and the departmental handbook: <https://art.unt.edu/healthandsafety>. (also available as PDF in the Files of this course)

Health & Safety Best Practices for Printmaking Studios

Please read the appendixes of the H&S manual for the Printmaking Program
<https://art.unt.edu/healthandsafety>Links to an external site.

Emergency Notification and Procedures

UNT Emergency Guide: <https://emergency.unt.edu/about-us>

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans.

Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

Important Academic Dates

- [Registration Guides by Semester](#)
- [Online Academic Calendar](#)
- [Final Exam Schedule](#).

Academic Integrity Standards and Consequences

According to UNT Policy 06.003, [Student Academic Integrity](#), academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#). The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc.

The Dean of Students Office enforces the [Code of Student Conduct](#). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Visit [Title IX Student Information](#) for more resources.

Printmaking Syllabus Agreement (online Canvas Quiz)

