1. **COURSE DESCRIPTION**

   **Educational Objectives.** The purpose of the program is to provide opportunities (1) for developing a realistic view of the profession through actual work experience with qualified knowledgeable professionals, (2) for understanding the operational procedures and policies relevant to a particular type of business, (3) for developing an awareness of the importance of human relations through interaction with the public, co-workers and supervisory personnel, (4) for improving and testing skills already learned.

2. **Work Requirement and Credit.** During a fall or spring term, it is expected that a student will work a minimum of one day per week or equivalent throughout the semester (120 hours) for three semester hours credit. As much as six semester hours of credit may be earned. During a five week summer term, a student is expected to work twenty-four hours per week for three semester hours credit or full time for six semester hours credit.

3. **Supervision.** It is expected that the employer or his representative will be responsible for supervising the student’s work during the placement and serve as liaison with the professor conducting the internship course.

4. **Remuneration.** Payment for work is quite acceptable provided the primary purpose of the placement remains that of providing an educational experience. In the past, some employers have paid a salary; some have offered no guarantee of pay but have paid students on a freelance basis for any kind of productivity billed to a client; some have paid travel expenses; and some have made no payment at all. These practices vary with the particular situation and do not affect the credit earned.

5. **Evaluation.** The internship will be evaluated in three ways: the faculty judges the student’s achievement, the student judges his/her own achievement, and the student’s supervisor judges the student’s performance and achievement. The evaluation is accomplished by means of an interview, questionnaires and checklists which are performed at the middle and end of the internship by the three participants. The mid-semester assessment should provide formative information as to whether or not the objectives of the internship are being accomplished. A grade will be determined after the final evaluation.

6. **Registration.** To receive academic credit for an internship, a student must register for Art 4450 during the officially designated registration period. Every placement must receive approval from the professor conducting the internship course in order to ensure that the field work will provide valid educational experiences. After registration, the intern must schedule an orientation session with the professor in charge.

7. **Placement Policies.** Students are encouraged to seek employment on their own. In cases of faculty placement, priority will be given to graduating seniors and to the need to match student skills to job and employment requirements. In any case, students should be prepared to conduct a job interview in a professional manner.

**COURSE REQUIREMENTS & SCHEDULE**

Meet once per month with me and once during the semester with your full committee.

**ASSIGNMENT & ASSESSMENTS**

You will be evaluated based on the successful completion of all the course requirements and objectives listed above.
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 ACCOMODATION *

The University of North Texas makes reasonable academic accommodation 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.

HEALTH & 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.

BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES *

Please include a statement of expectation for studio safety including classroom rules best-practices for health and safety specific to your area. These can be found on the attached email and in the appendices of the H&S manual at https://art.unt.edu/healthandsafety. For ASTU 3000/5000 courses, please create best practices & rules based on the room you are teaching in and the materials used.

EMERGENCY NOTIFICATION & 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 for covering course materials.
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 classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

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

SEXUAL DISCRIMINATION, HARASSMENT & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.
PERMISSION TO USE STUDENT ARTWORK

We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD’s social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope ofPermission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Requirements

Student will write a term paper after 60 hours of the internship answering the following questions.

1. What have you gained from your internship that will help you once you are working professionally?

2. Has your opinion of the field been altered now that you have some work experience? (i.e. have you become more enthusiastic or have you become disillusioned?)

3. Discuss some of the interesting experiences you have had while working in the internship.

4. Discuss some things one should not do once working in the field professionally.
5. Did you discover one specific area that you especially enjoyed and would like to continue? If so, what and why?

6. Select any other topic that is of interest to you and would show that you have gained some knowledge of the field through your internship experience.

Printed name: _______________________________________________________
Signature: ____________________________________________________________
Date: __________________________________________________________________
Name of Course: ______________________________________________________