COURSE INFORMATION

SPRING 2017
Hours TBD

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DESCRIPTION

In-training programs offered in cooperation with approved business and professional institutions. Students wishing credit must have instructor approve plan. Term reports required of students and employers.

Prerequisite(s): Junior standing. // May be repeated for credit.

KEY RESPONSIBILITIES

Your internship is a class and has been registered for 3 studio elective credits through CVAD and your internship details have been approved/agreed to by your Employer, your Faculty Internship Advisor, and yourself. You are responsible for the following during your Internship for Credit:

I. You agree to abide by the requirements of the CVAD Internship program and UNT code of conduct.

II. You are responsible for completing the terms agreed to in your internship registration including hours/schedule, the requirements and assignments described in the syllabus.

III. You agree to follow your internship employer’s job conduct rules, policies and procedures, and agree to perform work assignments in a professional manner.

IV. You must contact your Faculty Advisor if there is any change to your internship terms or there is an issue that may impede you from completing the internship successfully.

Course Description And Objectives

In direct support of CVAD’s Mission, a professional internship prepares you to participate in the creative economy as a fine artist, designer, and art educator. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give you the opportunity to gain valuable applied experience and make connections in professional fields you are considering as a career path; and gives employers the opportunity to guide and evaluate your talent.
The internship course objectives are:

I. Develop the knowledge and theory you have learned in the class room with practical application and skill development in a professional setting.

II. Gain insight into a professional career path you are considering and/or understand how an organization operates in a practical sense. This includes gaining an understanding of professional roles, their skills and responsibilities, an organization's business operations, and exposure to an industry.

III. Develop and identify professional connections. Be able to articulate how you will maintain those professional connections after the internship.

IV. Be able to articulate and identify what you have learned from the experience including professionalism, business skills, and other skills developed.

V. Be able to articulate why (or why not) you are interested in this potential career path.

VI. Be able to articulate professional fields you would like to explore after graduation.

VII. Be able to identify additional actions you will take after your internship that will contribute to your career development (e.g. learn new skills, classes you will take, other internships you want to do, areas to explore, maintaining the connections you have built.)

The internship midterm and final evaluations will ask you to reflect on your internship experience and follow up with these course objectives.

Credit & Hours

- A credit-bearing internship is an academic course for 3 studio elective credits.

- You must fulfill the start/end date & hours outlined to in your internship registration. This is what your, your supervisor, and your faculty have agree to. The schedule agreed to must meet minimum of 135 hours for 3 studio elective credits.

- If there is any change to your agreed upon schedule during your Faculty Advisor immediately.

- ALL INTERNSHIP HOURS MUST BE COMPLETED BY May 10th, 2017, unless otherwise arranged & agreed to.

- Failure to complete the internship hours by the end of the semester may be reflected in your grade/credit or result in an incomplete.

Assessment & Grading

Both you and your internship supervisor will complete a midterm and final evaluation during your internship. Your faculty internship advisor may give additional assignments & requirements to be factored into the final grade. Your faculty internship advisor will review the four evaluations (and any
other assignments) and assign a grade. You are responsible for ensuring all evaluations and other assignments are completed in a timely fashion in order to receive a grade & credit.

Course Content: Assignments & Deadlines

1. **GENERAL ASSIGNMENTS:**

   a. Internship Application & Registration For Credit Deadline
   
   *Due by the start of your internship and no later than the add/drop deadline.*

   b. Objectives and deadlines outlined and agreed upon during first week with Internship Worksheet.

2. **MIDTERM ASSIGNMENTS:** *Due date will vary based on semester*

   a. Midterm meeting with Your Internship Supervisor:

   * Schedule and meet with your internship supervisor to discuss your progress so far.

   b. Midterm Evaluations:

   * Student Evaluation Form
   * Inter Supervisor Evaluation Form

   c. Midterm Internship Hours: Add up your hours and make sure that at least 68 intern hours have completed this point (50% of the total minimum of 135 hours for credit.)

3. **FINAL ASSIGNMENTS:** *Due date will vary based on semester*

   a. Final meeting with your Internship Supervisor:

   * Schedule and meet with your internship supervisor to discuss your internship experience.

   b. Final Evaluations:

   * Student Evaluation Form
   * Inter Supervisor Evaluation Form

   c. Total Internship Hours: Add up your hours and make sure that at least 135 intern hours completed.

4. **ADDITIONAL ASSIGNMENTS:** Your faculty internship advisor may give additional assignments which you are also responsible for completing. (Example: progress meetings, reviewing your internship work/portfolio, reflective assignments, speaking with your supervisor, small runs of work, site visits, etc.)

   * See attached for deadlines and projects
Internship Requirements

PURPOSE
An internship will give you the opportunity to use knowledge and theory gained in the classroom and apply it in a professional environment. You can explore potential career paths, start a professional network, and gain related experience that employers will expect after graduation.

TYPE
There are two primary types of internships (ART 4450): external and internal. An external internship is an internship with a gallery, studio, or facility off of the UNT campus. An internal internship is an assistantship with a CVAD Faculty member in your area of study.

LEARNING OBJECTIVES
When you register, you will be asked to articulate your learning objectives and the career goals you expect to achieve during your internship. Your chosen Faculty Advisor will review your learning objectives and career goals for connections to your academic coursework.

ELIGIBILITY
CVAD's internship program is open to current students enrolled in a degree program. Most students choose to complete internships after their sophomore year through the first semester of their senior year.

MENTORSHIP
You must be mentored and supervised by a faculty member who has expertise in the area of your internship. The supervisor will offer training and routine feedback. The supervisor will complete a midterm and final evaluation of your progress during the internship.

TASKS
Internships tasks must be preprofessional, art related, and clearly defined at the start of the internship.

HOURS & DURATION
You must complete 135 hours of internship related work within 15 consecutive weeks. Your internship work schedule is determined between you and your Faculty Advisor. Typical students intern 10-20 per week during the Fall and Spring semesters. Over the summer semester there is more flexibility. Students cannot intern more than 40 hours per week.

DEADLINES
You must register for credit before beginning your internship and before the add/drop deadline of the semester. All internship hours and work must be completed by the end of the semester.

LOCATION
The internship must be onsite at an established and safe location.

EQUIPMENT
Student interns must be provided with all necessary resources, equipment, software, and workspace needed for the internship.
CREDIT
Studio internships can be registered for 3 elective credits. Credit cannot be given retroactively.

Internship Worksheet

Internship Definition: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Circle one:
Is your Internship INTERNAL or EXTERNAL

Who is your Faculty Advisor: ______________________________________________________
*** Your Faculty Advisor will review your internship, learning goals, evaluations, and assign a grade.

Faculty Contact Info: _____________________________________________________________
________________________________________________________

Student Intern Contact Info: _____________________________________________________
________________________________________________________

Internship Address: _____________________________________________________________

Internship Start Date: _________________ Internship End Date: _______________________

Internship Schedule:

M_______T_______W_______TH_______F_______S_______SU__________

Total # of hours per week: __________
***Should be between 8-10 hours per week
Important Events Outside of Normal Schedule (when, where, and what):

*** Support/ attendance at events can not replace weekly hours.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

FACULTY ADVISOR SIGNATURE/ DATE: ____________________________________________________

STUDENT INTERN SIGNATURE & DATE: ____________________________________________________
For the student intern to fill out:

Describe how this internship is related to your academic, professional and/or career goals:

Describe internship activities, duties, responsibilities:
Please list and describe how your current skill set, including computer skills, will be utilized in this internship:

List 4 to 5 goals you want to achieve by completing this internship: