

Internship

(ARH 4940)

Credits: 3

Grading Scheme: S/U

Prerequisite: Arrangement with art undergraduate advisor and faculty sponsor.

Meeting Time & Location: To be determined with Internship Supervisor. Meeting times and locations vary, with a commitment of at least 10 hours per week and a minimum total of 150 hours.

Instructor: Dr. Derek Burdette

Contact: derekburdette@ufl.edu

Office Hours: By appointment

Course Description:

Supervised practical experience with an art, graphic design or museum facility according to an approved program. Special seminar and evaluation sessions with faculty advisor and art facility manager (internship supervisor).

Course Objectives:

- Students will be able to describe museum/gallery/art/design practices that they experienced within the professional setting
- Students will be able to defend or critique museum/gallery/art/design that they experienced
- students will implement professional practices in the area of the museum/gallery/art/design site where they are interning
- Students will be able to reflect on their experience in the museum/gallery/art/design setting

Course Requirements:

- 75%: Internship Supervisor Assessment
- 25%: Student Internship Reports/Summaries

Recommended Readings:

- Charlotte Klonk, *Spaces of Experience: Art Gallery Interiors from 1800 to 2000*. New Haven and London: Yale University Press, 2009.
- Tony Bennet, *The Birth of the Museum: History, Theory, Politics*. London: Routledge, 1995.

Grading and Evaluation:

The grading scale for this course is a Satisfactory/Unsatisfactory. All student internship reports must be submitted before grades are due (see the faculty supervisor for deadline).

1. Internship Supervisor Assessment

1: Student performed at a satisfactory level (ex: arrived on time, worked the agreed upon schedule and hours, followed instructions, etc.)

0: Student performance was below satisfactory, demonstrated through a pattern where performance was below expectations despite being given an opportunity to correct behavior (ex: arrived late, did not work the agreed upon schedule and/or hours, did not follow instructions, performance did not improve, excessive absences, etc.)

2. Student Internship Reports/Summaries due to Faculty Advisor

1: Reports clearly, concisely, and effectively summarize the internship experience, activities, and knowledge and skills learned, and is handed in on time, and is free of errors. 0: Reports do not clearly, concisely, and effectively summarize the internship experience, activities, and/or knowledge and skills learned, or is not handed in on time, or contains errors.

Final Grade:

A student must score 1 in each of the two categories above to receive a grade of S.

Any score below a 2 or if submitted late will receive a grade of U.

Assignments

1. Weekly summary of activities -1-2 paragraphs - no more than 250 words. Sent by email Friday of each week (including the last week of internship). Summaries should include a brief summary of what you have done; what you have learned in relationship to museum/gallery/art/ design best practices; and reflections on the experience. Each week does not have to include all of these things, but you should include all of these things over the course of the semester.
2. Summary of Final deliverables produced during the internship: e.g., pics of exhibition, or exhibition labels, research notes, social media posts, promotional materials created, etc.

Course Instructions and Policies

Attendance: Regular attendance at the internship site is expected and arranged in advance with the Internship Supervisor. Internships for credit must meet at least 10 hours per week. Excused absences follow university guidelines and may include illness, serious family emergencies, special curricular requirements, military obligation, severe weather conditions, religious holidays and participation in official university activities or court-imposed legal obligations. If you have a delay, please contact the Supervisor by email prior to arrival. University policies that can be found at: catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Electronic Communication: All electronic communication regarding this internship should be made should with the students' university e-mail address. I will answer your e-mails as quickly as I can, but please allow forty-eight hours for replies.

Plagiarism and other malpractices: UF's policies regarding academic honesty, the Honor Code, and student conduct related to the Honor Code will be strictly enforced. This means that cheating and plagiarism will be penalized, and a report will be filed with the Student Conduct and Conflict Resolution office. For more information on the Honor Code, see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. If you have any questions or concerns on this, please feel free to speak to me.

For Students with Disabilities: If you need course adaptation or accommodations because of a disability you should first register with the Disability Resource Center [(352) 392-8565, www.dso.ufl.edu/drc/] by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Diversity Statement: This course is committed to respecting difference, including of ability, age, culture, ethnicity, gender identity, nationality, race, religion, sexuality, and socioeconomic status. As part of this effort, the intent is to present content that explores diverse points of view. As a class, we should strive to create an atmosphere in which students from all backgrounds and perspectives will be well-served by the course, and different backgrounds and perspectives will be used as a resource, strength, and benefit. It will be both my responsibility and yours to accomplish these goals. Your suggestions are encouraged and appreciated.

Faculty Evaluations: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at: <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at: <https://evaluations.ufl.edu/results/>.

Campus Resources

Health and Wellness:

- U Matter, We Care: If you or a friend is in distress, please contact "U Matter, We Care" so that a team member can reach out to the student. Email: umatter@ufl.edu. Phone: (352)392-1575. Website: <http://www.umatter.ufl.edu>.
- Counseling and Wellness Center: Address: 3190 Radio Road, Gainesville, FL 32611 Phone: (352)392-1575. Website: <https://counseling.ufl.edu/>.

- Sexual Assault Recovery Services (SARS), at the Student Health Care Center: Phone: (352)392-1161. Website: http://www.umatter.ufl.edu/sexual_violence.

Academic:

- The Writing Studio, 302 Tigert Hall and 339 Library West, offers help with brainstorming, formatting, and writing papers, as well as online tutoring. Phone: (352)846-1138. Website: <http://writing.ufl.edu/writing-studio/>
- E-learning Technical Support: Email: learningsupport@ufl.edu. Phone: (352)392-4357 (select option 2). Website: <https://lss.at.ufl.edu/help.shtml>.
- Library Support, for assistance in using the libraries and finding resources. Contact: <http://answers.uflib.ufl.edu/ask>. Phone: (352)273-2805. Website: <http://cms.uflib.ufl.edu/ask>.
- Teaching Center, SW Broward Hall, for tutoring and strengthening study skills. Email: teaching-center@ufl.edu. Phone: (352)392-6420. Website: <https://teachingcenter.ufl.edu/>.