

Syllabus

ARH 4940 Internship | 3 Credits | Grading Scheme: S/U

Instructor Information

Dr. Mark Hodge

School of Art and Art History

College of Fine Arts | University of Florida

Office: FAC Room 123 | Tel: 352-273-3064

Email: mch22@ufl.edu

Office hours: Wednesday, Period 7 and by appointment through zoom or in person

Course Information:

Meeting Time: To be determined with Internship Supervisor

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 50 hours per credit (1 credit – 50 hours / 2 credits – 100 hours / 3 credits – 150 hours).

Course Description:

This internship will provide supervised practical art gallery experience within University of Florida's University Galleries according to an approved program. The intern will have an opportunity to learn about the operations of public exhibition spaces for contemporary art. For Fall 2021, the UG will be installing Plural Domains: Selected Works from the Cisneros Fontanals Art Foundation (CIFO) Collection; organizing public programming for the CIFO exhibition; and planning for future exhibitions, including Daniel Steegmann: Mangrané and MFA thesis shows.

The Interns activities and responsibilities will include:

- Working in the gallery or participating in meetings and events for 10 hours/week
 - Some or all of those hours will require working in the UG on a fixed schedule arranged with the UG faculty at the beginning of the semester.
- Shadowing faculty who work in the UG to be involved in creating written exhibition materials, planning installations, preparing galleries, installing works, and organizing public programming
- Helping to cultivate audiences and offering programming, such as gallery tours
- Creating content for and helping run the UG social media accounts and communications within UF
- Assisting UF faculty and staff in the daily operations of the three UF spaces (University Gallery, Gary R. Libby Gallery, and Constance & Linton Grinter Gallery)

Prerequisite:

Arrangement with SAAH undergraduate advisor and director permission.

Course Objectives:

- Provide hands on work experience with museum and curatorial practices
- Inform students about a variety of methodological questions in relation to museum practice.
- Learning in context about key concepts in the history, theory and practice of art collection and exhibition display.
- Enhancing students' visual acuity and understanding of exhibitions through the description and interpretation of art's display.

Course requirements:

Internship Supervisor Assessment (75%)

Student Internship Report (25%)

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 followed instructions, performance did not improve, excessive absences, etc.)

2. Student Internship Report due to Faculty Advisor

1: Report clearly, concisely, and effectively summarizes the internship experience, activities, and knowledge and skills learned, is handed in on time, and is free of errors.

0: Report does 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.

Weekly Recurring Assignment: One page typed, double-spaced, reflection on the week's activities. This reflection will be guided by a prompt provided by the instructor. This will allow the student to reflect critically on their work and provide a selection of materials for the student and instructor to review at the midterm and end of the course.

Course Structure/ Weekly Schedule

WEEK 1 (8/23-8/27): Introduction to University Galleries

- Set weekly meeting times/discuss assignments and expectations
- Closing: *RICHARD HEIPP / MUSEUM STUDIES*

WEEK 2 (8/30-9/3): Museum methods

- Discuss past UG Exhibitions/Vision for Fall 2021 and Spring 2022

- Assist with prep for PLURAL DOMAINS opening

WEEK 3 (9/6-9/10): Museum practice

- Opening: *PLURAL DOMAINS / SELECTED WORKS FROM THE CISNEROS FONTANALS ART FOUNDATION COLLECTION IN COLLABORATION WITH THE HARN MUSEUM OF ART*

WEEK 4 (9/13-9/17): Working with exhibitions

- Begin preparing a walking tour of PLURAL DOMAINS at UG

WEEK 5 (9/20-9/24): Working with collections

- Interview Curatorial Assistant Macarena Deij Prado about her role in the development of PLURAL DOMAINS

WEEK 6 (9/27-10/1): Working with display

- Visit Harn Museum of Art to see the works from PLURAL DOMAINS installed there
- Discuss the exhibition as part of a larger museum versus the exhibition in a dedicated gallery

WEEK 7 (10/4-10/8): Curating exhibitions

- Midterm evaluation and discussion

WEEK 8 – 14 (10/11-11/27): Overview and completion of assigned work

- Continue assisting with gallery operations, running UG social media, and working on written assignments
- Discuss social media strategies for Spring 2021

WEEK 15 – 16 (11/29-12/8): Meetings and assessments

- Closing: PLURAL DOMAINS

Links 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: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Accommodation. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Email. Each student is issued a University e-mail address (username@ufl.edu) upon admittance. This e-mail address may be used by the University for official communication with students.

Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications.

UF grades and grading policies.

Information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Online Course Evaluation Policy. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Academic Honesty:

UF students are bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’” The Honor Code (<https://sccr.dso.ufl.edu/process/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please ask me the instructor.

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 information on what constitutes plagiarism, consult the UF Plagiarism Guide at <https://guides.uflib.ufl.edu/copyright/plagiarism> and “Misuse of Sources” on the course web site. *If you have any questions, please ask me.* An online plagiarism checker service may be used to screen papers.

CAMPUS RESOURCES

Academic Resources:

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420.
General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

On-Line Students Complaints: [View the Distance Learning Student Complaint Process.](#)

Health and Wellness:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Covid-19 Related Policy

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including

best practices like frequent hand washing. Following these practices is our responsibility as Gators.

- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Hand sanitizing stations will be located in every classroom.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.