

## Internship

(ARH/ART 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. Elizabeth Ross

**Contact:** eross@arts.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. upload to Canvas by 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 Schedule:**

### **For Summer A 2022**

WEEK 1 (5/9-5/13): Intro to Museum/Gallery/Art/Design Professional Practice;

Weekly summary of activities **due 5/13**

WEEK 2 (5/16-5/20): Museum/Gallery/Art/Design Professional practice;

Weekly summary of activities **due 5/20**

WEEK 3 (5/23-5/27): Museum/Gallery/Art/Design Professional practice;

Weekly summary of activities **due 5/27**

WEEK 4 (5/30-6/3): Museum/Gallery/Art/Design Professional practice;

Weekly summary of activities **due 6/3**

WEEK 5 (6/6-6/10): Museum/Gallery/Art/Design Professional practice;

Weekly summary of activities **due 6/10**

WEEK 6 (6/13-6/17): Museum/Gallery/Art/Design Professional practice;  
Final assessment **due 6/15**;  
Weekly summary of activities due **6/17**

### **Course Schedule**

#### **For Summer B**

**2022**

WEEK 1 (6/27-7/1): Intro to Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/1**  
WEEK 2 (7/4-7/8): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/8**  
WEEK 3 (7/11-7/15): Museum/Gallery/Art/Design Professional practice;  
Weekly summary of activities **due 7/15**  
WEEK 4 (7/18-7/22): Museum/Gallery/Art/Design Professional practice;  
Weekly summary of activities **due 7/22**  
WEEK 5 (7/25-7/29): Museum/Gallery/Art/Design Professional practice;  
Weekly summary of activities **due 7/29**  
WEEK 6 (8/1-8/5): Museum/Gallery/Art/Design Professional practice;  
Final assessment **due 8/3**;  
Weekly summary of activities **due 8/5**

### **Course Schedule**

#### **For Summer C 2022**

WEEK 1 (5/9-5/13): Intro to Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 5/13**  
WEEK 2 (5/16-5/20): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 5/20**  
WEEK 3 (5/23-5/27): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 5/27**  
WEEK 4 (5/30-6/3): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 6/3**  
WEEK 5 (6/6-6/10): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 6/10**  
WEEK 6 (6/13-6/17): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 6/17**  
WEEK 7 (6/20-6/24): **BREAK**  
WEEK 8 (6/27-7/1): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/1**  
WEEK 9 (7/4-7/8): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/8**  
WEEK 10 (7/11-7/15): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/15**  
WEEK 11 (7/18-7/22): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/22**  
WEEK 12 (7/26-7/29): Museum/Gallery/Art/Design Professional Practice;  
Weekly summary of activities **due 7/29**  
WEEK 13 (8/1-8/5): Museum/Gallery/Art/Design Professional Practice;  
Final assessment **due 8/3**;  
Weekly summary of activities **due 8/5**

## 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 (or more, if a Summer A or B term). 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/](http://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/](http://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](mailto: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](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](mailto: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](mailto:teaching-center@ufl.edu). Phone: (352)392-6420. Website: <https://teachingcenter.ufl.edu/>.
- Harn Museum of Art, 3259 Hull Road, excellent collection on campus with more than 10,000 works of art; offers free student memberships that include admission to 75+ museums nationwide, invitations to museum events, and more. Email: [membership@ufl.edu](mailto:membership@ufl.edu). Phone: (352)392-9826. Website: <http://harn.ufl.edu/>

## COVID Statement

In response to COVID-19, the following practices are recommended 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 highly encouraged 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](mailto: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](https://coronavirus.UFHealth.org) and [coronavirus.ufl.edu](https://coronavirus.ufl.edu) for up-to-date information about COVID-19 and vaccination.