

Syllabus

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

Instructor Information

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Office hours: By appointment

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 60 hours per credit (1 credit – 60 hours / 2 credits – 120 hours / 3 credits – 180 hours).

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).

Prerequisite:

Arrangement with art undergraduate advisor and chair and dean 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 (50%)
Student Internship Report (50%)

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 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.

Course Textbook(s) and/or Other Assigned Reading:

Recommended:

—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.

Course Structure/ Weekly Schedule

WEEK 1: Introduction to the Museum

WEEK 2: Museum methods

WEEK 3: Museum practice

WEEK 4: Working with Collections

WEEK 5: Working with Exhibitions

WEEK 6: Working with Display

WEEK 7: Curating exhibitions

WEEK 8 – 14: Overview and completion of assigned work

WEEK 15 – 16: Meetings and assessments

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: 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>

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 (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 athelpdesk@ufl.edu

Career Connections Center, Reitz Union, 352-392-1601. Career assistance and counseling. <https://career.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 352-392-2010 or 352-392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

Health and Wellness:

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or (352) 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu> or (352) 392-1575

University Police Department: (352) 392-1111 or 9-1-1 for emergencies

Sexual Assault Recovery Services (SARS), Student Health Care Center, (352) 392-1161.

COVID Related

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.

o 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.

o 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.

o 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.

o 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.