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**General Information**

**Welcome**
Welcome to the Arts Administration undergraduate program at the University of Kentucky! Pursuit of a degree is challenging, and we hope that you will find your experience at UK to be enjoyable, intellectually stimulating and rewarding. The program has been designed to prepare students to take advantage of the opportunities and tackle the challenges that they will face as professionals in the arts.

**University of Kentucky Mission Statement**
The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service, and health care. As Kentucky’s flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development, and human well-being.

**Arts Administration Mission and Vision**

**Mission**
Dynamic and innovative, the University of Kentucky Arts Administration Program leads national and international initiatives in teaching, research, professional and community service to educate and inspire responsible arts leaders, artists and entrepreneurs.

**Vision**
The University of Kentucky’s Arts Administration Program will be recognized as a leader in arts administration education and be a reference for its innovation in pedagogical models and the development of new learning frameworks. It will also play an active role in furthering the advancement of research in arts administration and its related disciplines. In partnership with the other units in the College, the Arts Administration Program will actively support the teaching,
research and service initiatives of the College of Fine Arts in order to address the academic, cultural and humanistic needs of the University communities.

About the Program
The University of Kentucky’s undergraduate degree in Arts Administration is designed to prepare students for a future in the management of arts organizations and for graduate study. Students are provided with a strong liberal arts education, an understanding of the business theories and concepts, and a comprehensive education in one of the four arts disciplines of art, music, dance and theatre.

Students in the Arts Administration program take courses that introduce them to the best practices in arts administration. These courses are designed to provide students with a sound basis for meeting the unique political, economic, financial, marketing, and developmental challenges facing the arts community. Additionally, students acquire a background in nonprofit management, fundamental to running a financially viable arts organization, as well as devote considerable study to the fine arts and art creation through courses with the College of Fine Art's accomplished faculty of artists and scholars.

The program emphasizes applying information learned in the classroom to hands-on, relevant work experiences, including volunteer activities, internships and jobs both on and off-campus. Advisors and faculty within the Arts Administration Program are readily available and are committed to establishing a one-on-one relationship with each student.

Advisors and Director of Undergraduate Studies
Upon entering the undergraduate program in Arts Administration, each student is assigned a staff advisor. The staff advisor is the student’s primary contact throughout the program for course and schedule planning. You MUST meet with your advisor every semester that you are enrolled in the BA program. It is the student’s responsibility to ensure that these meetings take place.

In addition to the staff adviser, students will also work with the Director of Undergraduate Studies (DUS). The DUS supervises internships and can provide resume and career advice.
Program Contact Information
Arts Administration Program
UK College of Fine Arts
205 Fine Arts Building
Lexington, KY 40506-0022
Phone: 859-257-9616
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Program Faculty and Staff

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859-219-1347
Program Requirements
Degree Requirements
Students in arts administration must complete the following program requirements:

College Requirements
Art, Music or Theatre outside of AAD arts discipline ....................................................... 6
plus 39 hours at 300-level or above
Subtotal: College Required hours ........................................................................................ 6

UK Core Requirements
See the UK Core section of this Bulletin for the complete UK Core requirements. The courses listed
below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas.
Students should work closely with their advisor to complete the UK Core requirements.

NOTE: Students majoring in Arts Administration may use no more than six credit hours within the
Arts Administration major requirements to fulfill UK Core requirements.

I. Intellectual Inquiry in Arts and Creativity
Choose one course from approved list ............................................................................... 3
II. Intellectual Inquiry in the Humanities
Choose one course from approved list ............................................................................... 3
III. Intellectual Inquiry in the Social Sciences
Choose one course from approved list ............................................................................... 3
IV. Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences
Choose one course from approved list ............................................................................... 3
V. Composition and Communication I
CIS/WRD 110 Composition and Communication I ............................................................. 3
VI. Composition and Communication II
CIS/WRD 111 Composition and Communication II .......................................................... 3
VII. Quantitative Foundations
Choose one course from approved list ............................................................................... 3
VIII. Statistical Inferential Reasoning
Choose one course from approved list ............................................................................... 3
IX. Community, Culture and Citizenship in the USA
Choose one course from approved list ............................................................................................................ 3
X. Global Dynamics
Choose one course from approved list ............................................................................................................ 3
UK Core hours .................................................................................................................................................. 30

**Graduation Composition and Communication Requirement (GCCR)**
AAD 450 Arts Administration Senior Seminar ................................................................................................. 3
Subtotal: GCCR hours ......................................................................................................................................... 3

**Premajor Requirements Hours**
AAD 150 Exploring Arts Administration ........................................................................................................... 3
AAD 200 Arts Administration Communications ................................................................................................... 3
AAD 250 Digital Design for Arts Administrators I ............................................................................................... 3
CIS/WRD 111 Composition and Communication II ............................................................................................ 3
UK Core – Quantitative Foundations .................................................................................................................... 3
UK Core – Statistical/Inferential Reasoning ........................................................................................................ 3
Subtotal: Premajor hours ..................................................................................................................................... 18

**Major Requirements Hours**
AAD 299 Arts Administration Internship Orientation ........................................................................................ 1
AAD 260 Digital Design for Arts Administrators II ........................................................................................... 3
AAD 300 Management and Planning for the Arts ............................................................................................... 3
AAD 310 Marketing for the Arts ................................................................. 3
AAD 320 Fundraising for the Arts .............................................................. 3
AAD 350 Financial Management for Arts Organizations I .................. 3
AAD 370 Financial Management for Arts Organizations II ................. 3
AAD 390 Programming and Event Planning ........................................... 3
AAD 410 Arts Entrepreneurship ............................................................... 3
AAD 450 Arts Administration Senior Seminar ...................................... 3
AAD 499 Internship in Arts Administration .......................................... 6
Subtotal: Major hours ........................................................................... 37

In addition to the Major Requirements, students must take 30 credits within the College of Fine Arts, outside of their Arts Administration courses. Within these 30 credits, students must complete a minor or a double major in the College of Fine Arts. Additionally, 6 credit hours must be outside of the student’s minor or double major arts discipline area.

**Directed Electives Hours**

Nine credits chosen in consultation with the student’s academic advisor from the following areas:

1. AAD 402 Topics in Arts Administration (Subtitle required) ...................... 3
   May be repeated to a maximum of 6 credit hours when identified by different subtitles.
2. AAD 500-level courses. At least 3 credit hours must be from 500-level AAD courses.
3. Upper division courses from the College of Business and Economics.
4. Upper division courses from the College of Communication and Information.
Subtotal: Directed Electives .................................................................... 9

**Free Electives**

In addition to meeting their UK Core and major requirements, students must earn 6 credits in any area(s) of their choosing.

Subtotal: Free
Electives .................................................................................................. 6

**TOTAL HOURS:** ..................................................................................... 121
**Suggested Course Sequencing**

For students entering the BA program in fall 2015, the following course sequencing is suggested:

<table>
<thead>
<tr>
<th>Freshman – Fall Semester</th>
<th>Freshman – Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 150: Exploring Arts Administration (3)</td>
<td>AAD 200: Arts Administration Communications (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>Arts Discipline Course (3)</td>
</tr>
<tr>
<td>CIS/WRD 110: Comp &amp; Comm I (3)</td>
<td>CIS/WRD 111: Comp &amp; Comm II (3)</td>
</tr>
<tr>
<td>UK Core Quantitative Foundations (3)</td>
<td>UK Core Statistical Inf. Reasoning (3)</td>
</tr>
<tr>
<td>UK Core Humanities (3) or Arts Discipline Course (3)</td>
<td>UK Core Course (3)</td>
</tr>
<tr>
<td><strong>Total Credits = 15</strong></td>
<td><strong>Total Credits = 15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore – Fall Semester</th>
<th>Sophomore – Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 250: Digital Design for Arts Administrators I (3)</td>
<td>AAD 299: Internship Orientation (1)</td>
</tr>
<tr>
<td>AAD 300: Management and Planning in the Arts (3)</td>
<td>AAD 260: Digital Design for Arts Administrators II (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>AAD 310: Marketing in the Arts (3)</td>
</tr>
<tr>
<td>UK Core Course (3)</td>
<td>Arts Discipline Course (3)</td>
</tr>
<tr>
<td>UK Core Course (3)</td>
<td>Arts Discipline Course (3) or UK Core Humanities (3)</td>
</tr>
<tr>
<td><strong>Total Credits = 15</strong></td>
<td><strong>Total Credits = 16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior – Fall Semester</th>
<th>Junior – Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 320: Fundraising for the Arts (3)</td>
<td>AAD 370: Financial Management for the Arts II (3)</td>
</tr>
<tr>
<td>AAD 350: Financial Management for the Arts I (3)</td>
<td>AAD 390: Programming and Event Planning (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>Directed Elective (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>Arts Discipline Course (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td>UK Core Course (3)</td>
<td><strong>Total Credits = 15</strong></td>
</tr>
<tr>
<td><strong>Total Credits = 15</strong></td>
<td><strong>Total Credits = 15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior – Fall Semester</th>
<th>Senior – Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 410: Arts Entrepreneurship (3)</td>
<td>AAD 420 Arts Administration: Practices, Policies and the Law (3)</td>
</tr>
<tr>
<td>AAD 499: Internship in Art Administration (3)</td>
<td>AAD 450: Senior Seminar (3)</td>
</tr>
<tr>
<td>Directed Elective (3)</td>
<td>Arts Discipline Course (3)</td>
</tr>
<tr>
<td>Arts Discipline Course (3)</td>
<td>Directed Elective (3)</td>
</tr>
<tr>
<td>Elective (3)</td>
<td>AAD 499: Internship in Art Administration (3)</td>
</tr>
<tr>
<td><strong>Total Credits = 15</strong></td>
<td><strong>Total Credits = 15</strong></td>
</tr>
</tbody>
</table>
## Course Offerings by Semester

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 150: Exploring Arts Administration</td>
<td>AAD 200: Arts Administration Communications</td>
<td>AAD 499: Internship in Art Administration</td>
</tr>
<tr>
<td>AAD 250: Digital Design for Arts Administrators I</td>
<td>AAD 299: Internship Orientation</td>
<td>AAD 520: Arts and Artists in Society (online only)</td>
</tr>
<tr>
<td>AAD 300: Management and Planning in the Arts</td>
<td>AAD 260: Digital Design for Arts Administrators II</td>
<td>AAD 5**: Arts Administration Elective(s) (online only)</td>
</tr>
<tr>
<td>AAD 320: Fundraising for the Arts</td>
<td>AAD 310: Marketing in the Arts</td>
<td></td>
</tr>
<tr>
<td>AAD 350: Financial Management for the Arts I</td>
<td>AAD 370: Financial Management for the Arts II</td>
<td></td>
</tr>
<tr>
<td>AAD 410: Arts Entrepreneurship</td>
<td>AAD 390: Programming and Event Planning</td>
<td></td>
</tr>
<tr>
<td>AAD 499: Internship in Art Administration</td>
<td>AAD 420 Arts Administration: Practices, Policies and the Law</td>
<td></td>
</tr>
<tr>
<td>AAD 520: Arts and Artists in Society (online only)</td>
<td>AAD 450: Senior Seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AAD 499: Internship in Art Administration</td>
<td>AAD 5**: Arts Administration Elective(s) (online only)</td>
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</tbody>
</table>
Course Descriptions

AAD 150 Exploring Arts Administration
Exploring Arts Administration introduces the field of arts administration to students interested in investigating the connections between art, artists, and audiences through participation in class discussions, engagement with guest lectures, and attendance of arts events. The questions that drive this inquiring include: What is the work of the arts in society? What intellectual inquiry will guide me within the profession? What are the organizational structures that present the arts? And how do I begin to participate within the profession?

AAD 200 Arts Administration Communications
Arts Administration Communications guides students to master the primary writing styles and communication skills in the field of arts administration that they will be using throughout the remainder of their arts administration courses and into their careers. The course introduces students to different communication styles and dynamic processes through comprehending concepts and practicing skills in verbal, nonverbal, written, visual, listening, and new media communications. In addition, internal and external communication systems and styles are emphasized through concepts and practices in interpersonal, team, organizational, and community communications. Furthermore, communication issues and cultural diversity in communication styles will be explored in this course.

Prerequisites
Completion of CIS 110/WRD 110 or CIS/WRD 112.
AAD 250 Digital Design for Arts Administrators I
Effective visual communication has become vital for businesses in today’s global market. AAD 250: Digital Design for Arts Administrators I will explore the powerful graphic and visual design programs of Adobe Photoshop, InDesign, Illustrator and iMovie. Students will develop an ‘eye’ for design through the exploration of advanced design software, advanced design elements, and peer critiques. Students will demonstrate basic design skills through design projects for both print and the web.

Prerequisites
Enrollment limited to AAD pre-majors prior to add/drop.

AAD 260 Digital Design for Arts Administrators II
A successful organization will have a beautiful and creative online presence through the digital realms of blogging, eNewsletters, and website design. In AAD 260: Digital Design for Arts Administrators II, students will explore topics such as branding, marketing, color theory, and digital analytics. Specifically, students will learn the process of designing, building and maintaining a website that meets an organization’s needs. The course will also examine the legal, philosophical, societal and technological issues relevant to delivering information in the 21st century.

Prerequisites
Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD 112, or consent of the instructor.

AAD 299: Arts Administration Internship Orientation
All students in Arts Administration are required to complete 6-credit hours of internship work. Internships provide an experiential learning opportunity for students to experience real-world circumstances in the arts. AAD 299: Arts Administration Internship Orientation is designed to prepare students for their internship experience. Topics include searching for an internship, resume and cover letter construction, interviewing skills, and professionalism in the work place. Students must complete AAD 299 before they may register for internship hours.

Prerequisites
Completion of AAD 150, 200, and 250, or consent of instructor.
AAD 300: Management and Planning for the Arts

Arts organizations are inherently collaborative. Arts administration students need to understand the concepts and theories of leadership, management and followership in order to contribute effectively in the ever-changing and adaptive environment of arts organizations. AAD 300: Management and Planning for the Arts will explore the principles of arts management, management theory and practice, organizational structure, organizational culture and communication, decision-making and accountability, human resource management and volunteer administration, and ethics and social responsibility. Additionally, students will study the various approaches to conducting strategic planning, using SWOT analysis, as well as identification of strategic issues and the formulation of strategic plans.

AAD 310 Marketing the Arts

Connecting and communicating with current and prospective arts audiences is essential for ensuring a strong future for the arts. AAD 310 Marketing for the Arts offers an overview of marketing, advertising, and promotion for visual and performing arts institutions. Students will learn practical strategies and solutions for building audiences for the arts through market research, marketing principles, and communication techniques. Topics include audience development, market segmentation, positioning strategies, marketing plans, media coverage, and promotion techniques.

Prerequisites
Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD112, or consent of instructor.
AAD 320 Fundraising for the Arts
In the United States, a significant amount of nonprofit arts organizations’ income comes from unearned revenue through fundraising. Without substantial knowledge and skills specific to fundraising in the nonprofit sector, arts organizations may not be able to sustain themselves long-term. This course prepares students to understand the function of fundraising in arts organizations and helps them pursue careers in fundraising and development within the nonprofit arts sector. Furthermore, this course will guide students through the key theories, principles, processes, and programs of fundraising.

Prerequisites
Completion of AAD 200, AAD 250, CIS/WRD 111 or CIS/WRD 112, or consent of the instructor.

AAD 350 Financial Management of Arts Organizations I
Financial management is a core function within the management of cultural and arts organizations. It is the foundation upon which the resources (human, physical and financial) of any organization are maintained and monitored. In the nonprofit sector, the relationship of “mission to money” is an important conceptual framework, and must be understood by arts managers. Financial analysis is an essential requisite for sound strategic planning and governance, and managers of nonprofit arts organizations are the source of financial information.

AAD 350: Financial Management for Arts Organizations I is the first of two courses that will guide students through the key conceptual areas of financial management. Part I includes understanding the basic principles of accounting, legal reporting requirements, reading financial statements and interpreting performance measurements.

Prerequisites
Completion of AAD 200, AAD 300 and UK Core Quantitative and Statistical requirements or consent of the instructor.

AAD 370 Financial Management of Arts Organizations II
Financial management is a core function within the management of cultural and arts organizations. It is the foundation upon which the resources (human, physical, and financial) of any organization are maintained and monitored. In the nonprofit sector, the relationship of “mission to money” is an important conceptual framework, and must be understood by arts managers. Financial analysis is an essential requisite for sound strategic planning and governance, and managers of nonprofit arts organizations are the source of financial information.
AAD 370: Financial Management for Arts Organizations II is the second of the two financial management courses that will guide students through the key conceptual areas of financial management. Part II includes creating mission-driven budgets, developing cost-benefit analyses, managing cash flow, endowment and capital management, and understanding the use and purpose of economic impact studies.

Prerequisites
AAD 350

AAD 390: Programming and Event Planning

Arts programming and events are at the core of all arts and cultural organizations. AAD 390: Programming and Event Planning will prepare students for planning and implementing arts programs and events by considering organizational mission and vision; planning processes and logistics; collaboration and individual responsibilities; marketing and fundraising strategies, budget management; and evaluation. Students will be introduced to relevant programming theory and research methodologies for planning and evaluating arts programs.

Prerequisites
AAD 310 and AAD 320, or consent of instructor.
AAD 395 Independent Study in Arts Administration
Supervised individual work in Arts Administration. Restricted to majors with a 3.2 GPA overall/ 3.5 GPA in major. A learning contract with project clearly defined must be approved by supervising faculty member, program director, and site supervisor (if applicable). May be taken up to 9 credits.

Prerequisites
Major status; 3.2 GPA overall/3.5 in major; consent of instructor.

AAD 399 Arts Administration Practicum
Under the supervision of a faculty member, students complete on-campus arts administration service projects. At least one of the two projects must be in service to the student’s primary art discipline’s department or school. Examples of projects might include conducting a publicity campaign for an event, working on a fundraiser, producing a publication, conducting research, updating a website, etc. Pass/fail option only. Learning contract required.

Prerequisites
Arts Administration major or consent of instructor.

AAD 402 Topics in Arts Administration
(subtitle required)
A seminar which covers special topics in arts administration. May be repeated to a maximum of 12 credits when identified by different subtitles.

Prerequisites
Completion of AAD 200, AAD 202 and one of the following: CIS 111 or WRD 111, or consent of instructor.

**AAD 410: Arts Entrepreneurship**

Beginning at the point of invention, Arts Entrepreneurship will move from the sketch of a shared creative idea and create impact upon our community through original arts programming built upon a shared mission.

Driven by the shared belief that creativity is the seed of hope, "Art in Unlikely Places" connects inspiring artists to those most in need of the transformative powers of the arts – orphans, prisoners, the ailing, the impoverished, the elderly, and the distraught, sharing beauty with those whose lives might otherwise be absent of the hope experienced in the artistic moment.

**Prerequisites**

Completion of AAD 300, AAD 390 and one or more of the following: AAD 310 and AAD 320, or consent of instructor. Students enrolled in the Certificate in Innovation and Entrepreneurial Thinking may enroll without the prerequisite courses.
AAD 420: Arts Administration: Practices, Policies and the Law
Artists and arts administrators are required to work within current cultural, business and legal environments. Thus, students in AAD 420 Arts Administration: Practices, Policies and the Law will discuss cultural policy, management and legal issues that affect the arts, arts organizations and artists. Topics include cultural policy, funding, advocacy, arts and community, First Amendment rights, intellectual property, organizational structure, contracts, labor unions and employee relations. Students will analyze contemporary and historical case studies to expose the cultural, legal and business issues that frame the arts in today’s society.

Prerequisites
Completion of AAD 200 and AAD 300, or consent of instructor.

AAD 450 Senior Seminar in Arts Administration
As an advanced seminar course, this course prepares students to enter the job market or pursue graduate studies. It builds upon the other courses in the curriculum as well as practicum and internship experiences. During the course, students will work to revise and prepare electronic portfolios based on written and graphic materials prepared throughout their degree program. Additionally, students will write and critique cover letters and resumes and prepare for job interviews and negotiations.

Prerequisites
Completion of all pre-major requirements, all 200 level AAD courses, AAD 300, AAD 310, AAD 320 and AAD 350. The course should be completed in the final year of a student’s BA program.

AAD 499 Internship in Arts Administration
AAD 499: Internship in Arts Administration is designed to provide each student with the opportunity to utilize classroom knowledge in a practical/real-world setting with the support of both an on-site supervisor and a faculty advisor. The internship experience allows students to develop skills and knowledge beyond the classroom. May be repeatable for a maximum of 12 credit hours.

Prerequisites
Completion of AAD 299. Controlled enrollment; Arts Administration Learning Contract is required.
AAD 520 The Arts and Artists in Society

The arts and artists have influenced concepts of love, war, religion, race, ethnicity and gender and helped societies face problems, celebrate accomplishments, mourn losses, beautify environments and drive economies. The course will investigate the intersection of arts and civic life. Through writing research papers, exploring topics including the intrinsic and extrinsic value of the arts, and through analyzing social, economic and political trends, students will learn the role of the arts and artists in historical and contemporary society.

AAD 550 Grant Writing

The competitive grant proposal process is the ultimate exercise in organizational capacity, yet the process itself can be elusive. In AAD 550 Grant Writing, students will develop proposal writing, development and research skills. Specific topics will include writing style and format, advanced analysis of tone, institutional prospect research, program design, strategic planning, building a case for support, identifying funding sources, creating the letter of intent, evaluation, sustainability, organizational capacity, and grant writing ethics. Throughout the course, students will write a complete grant proposal for an organization of their choice.
AAD 560 Teaching Artistry for School-based Programs

By giving students both the understanding and skills necessary to create engaging artistic experiences, AAD 560: Teaching Artistry for School-based Programs provides students preparation for reaching out to people and communities of diverse backgrounds. Participants will learn the essential skills, strategies and through processes of teaching artistry and arts education for arts organizations. Building from a historical perspective of teaching artistry, students will practice teaching artistry by learning how to “open up works of art” and create interactive performances and art exhibits. Course content will also include classroom lesson and assessment creation as well as models of education utilized in professional arts organizations.

Internships

Internship Overview

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. Undergraduate students are required to complete 6-credit hours (300 work hours) of internship.

Unless approved by the Director of Undergraduate Studies, students must complete their internships at two different organizations. These internships should be considered exploratory -- a method in which to consider which careers in arts administration are best suited for the individual student.
Finding an Internship

Students are responsible for finding an appropriate internship for his or her interests. In order to assist in this process, students will enroll in AAD 299: Internship Orientation which will provide guidance and plan creation for finding an internship. Additionally, students should work closely with the Director of Undergraduate Studies and Arts Administration and minor faculty to identify and secure their internship. Often faculty have contacts at various arts organizations which may help in securing internships. Additionally, students should be sure that they receive the Arts Administration Listserv emails as many internship opportunities are sent out via the listserv.

Please meet with the Director of Undergraduate Studies early on in your internship search to ensure that your desired internship will be approved for credit. **Not all internships or organizations are approved for receiving AAD 499 credit.** Before committing to an organization, please confirm that this work will be appropriate.

Internship Coursework

**AAD 299: Arts Administration Internship Orientation**

All students in Arts Administration are required to complete 6-credit hours of internship work. Internships provide an experiential learning opportunity for students to experience real-world circumstances in the arts. **AAD 299: Arts Administration Internship Orientation** is designed to prepare students for their internship experience. Topics include searching for an internship,
resume and cover letter construction, interviewing skills, and professionalism in the workplace. Students must complete AAD 299 before they may register for internship hours.

**Prerequisites**
Completion of AAD 150, 200, and 250, or consent of instructor.

**AAD 499 Internship in Arts Administration**

AAD 499: Internship in Arts Administration is designed to provide each student with the opportunity to utilize classroom knowledge in a practical/real-world setting with the support of both an on-site supervisor and a faculty advisor. The internship experience allows students to develop skills and knowledge beyond the classroom. This course may be repeatable for a maximum of 12 credit hours.

**Prerequisites**
Completion of AAD 299. Controlled enrollment; Arts Administration Learning Contract is required.

**Internship Registration**

In order to register for AAD 499: Internship in Arts Administration, students must complete the three-party internship learning contract. The contract requires that the student, the internship provider, the Director of Undergraduate Studies and the Arts Administration Program Director all agree as to the duties and activities that will be completed during the internship. This contract must be completed and filed with the Arts Administration Program prior to any work hours being started.

In order to register for internship hours, please complete the following steps:

1. Download and complete the [Arts Administration Learning Contract](#) (Please complete the form by typing your responses. Handwritten contracts will not be accepted.);
2. Meet with your internship site supervisor to discuss the internship requirements;
3. Obtain an internship job description from the supervisor and have them sign the learning contract;
4. Meet with Professor Karen Munnelly, Director of Undergraduate Studies, to discuss your internship. [Schedule your appointment online.](#)
5. Meet with Dr. Rachel Shane to discuss your internship. [Schedule your appointment online.](#)
6. Submit a completed and fully-executed (signed) contract to both your advisor and Andrea Richardson in the Arts Administration Program Office.
Internship Learning Contract Due Dates

In order to register for AAD 499, please submit your completed learning contract by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dues Date</th>
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<tbody>
<tr>
<td>Fall 2015</td>
<td>August 24, 2015</td>
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<tr>
<td>Spring 2015</td>
<td>January 11, 2016</td>
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<tr>
<td>Summer 2015</td>
<td>May 6, 2016</td>
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Internship Policies

- All students must **complete and submit the Arts Administration Learning Contract**. The Learning Contract is a three-party contract between the student, the site supervisor and the Arts Administration faculty member. All parties must agree to the terms and conditions of the contract prior to entering into an experiential learning activity. The Learning Contract is available on the [Arts Administration website](#).

- The Learning Contract must be completed and approved by ALL parties and filed with program and CFA office **before the first hour of work is completed**. Hours completed prior to the acceptance of the Learning Contract will not be counted toward the experiential learning hour requirement.

- Students must register for internships in the semester in which the hours will be completed.

- Students must complete **all of the work hours** that they register for during the semester. An "incomplete" grade will only be given for the same reasons an "incomplete" grade would be
given in any other course (e.g. significant illness, etc.). Thus, students may need to complete a learning contract for 1 or 2 credit hours of internship instead of 3 if that is all they will be able to complete in the semester (1 credit hour = 50 work hours).

- Unless approved in advance by the Director of Undergraduate Studies and the Program Director, all internships must be completed in an office or workplace setting. Unsupervised work from home is not acceptable.
- Students whose catalog year begins 2015-16, must complete AAD 299: Internship Orientation prior to registering for AAD 499: Arts Administration Internship.
Program Professionalism
Establishing productive and respectful relationships with faculty, staff, and peer colleagues is an essential component of preparing for your life and career while in college. All students, faculty and staff are expected to commit to the following values while in the program:

Reliability and Responsibility
- Can be depended upon to do your duty
- Follows through on tasks you agreed to perform
- Arrives on time for class, meetings and appointments

Honesty and Integrity
- Adheres to ethical standards and [UK Student Code of Conduct](#)
- Is honest with self and others
- Understands your own values and adheres to them

Respect for Faculty & Peers
- Is considerate of the opinions of peer colleagues
- Addresses faculty and peers appropriately
- Offers benefit of the doubt
- Maintains confidentiality

Supports Diversity
- Works with and respects diverse faculty, staff, peers and community members regardless of race, gender, religion, sexual orientation, or national origin

Maturity
-Behaves respectfully
- Handles conflict directly and proactively
- Remains level headed

Communication Skills
- Uses language appropriate to circumstances
- Communicates at the collegiate level (oral and written)
- Listens well
• Responds to inquiries/emails in a timely manner Effectively uses non-verbal communication

Growth & Development
• Seeks new opportunities
• Challenges self, steps outside comfort zone
• Commits to giving best effort on all work performed in the classroom as well as experiential learning opportunities
• Establishes goals (personal, professional & group)
• Thinks critically; connects actions to goals & understands impact on others
• Asks questions to aid in a better understanding of content

Critique
• Reflects on work and self and does so objectively
• Seeks and accepts constructive criticism and feedback in order to continually improve your educational experience and knowledge
• Admits to and assumes responsibility for mistakes in a mature and honest manner and develops productive strategies for correcting them.

Enjoy
• Meets new people
• Has fun
• Laughs and smiles
• Does not take everything too seriously
**Portfolio Review**

**Portfolio Overview**

Students in the Arts Administration B.A. program are required to complete a Portfolio Review in order to meet all graduation requirements. There are numerous purposes to the portfolio:

to fulfill the University’s Graduation Composition & Communication Requirement (GCCR);

1. to demonstrate competency in program content areas;
2. to ensure that the student has appropriate professional portfolio materials;
3. to provide the student an opportunity to organize key work samples to be utilized in employment searches, and
4. to assess the effectiveness of the Arts Administration program in reaching its academic outcomes.

**Portfolio Format**

In AAD 260: *Digital Design for Arts Administrators II*, students will build the shell for their online ePortfolio in Wordpress. Throughout the program, students should add to the portfolio by revising projects from their various courses.

**Portfolio Review**

As part of the last course in the program, AAD 450: *Senior Seminar*, students submit their ePortfolio for review to the Arts Administration faculty. Students must successfully pass the ePortfolio review in order to graduate.

**Academic Policies**

**Academic Rights of Students**

Students attending the University of Kentucky are afforded a set of academic rights. A summary of those academic rights is found below. The comprehensive source for the academic rights of students is found in the [University Senate Rules](#). Any issue regarding an interpretation of those academic rights will be determined finally by the language in the Senate Rules, not this summary. A student who believes his or her academic rights have been violated should contact the Office of the Academic Ombud.

Students have the right to expect that:

- all instructors will provide students with a written class syllabus by the first or second class meeting outlining the nature of the course content, the activities to be evaluated, and the grading practice to be followed.
• all instructors will permit students to express reasoned contrary opinions in their classes without being penalized.
• all instructors will award grades based only upon fair and just evaluation measured by the standards outlined in the syllabus. Grades will never be based on “irrelevant considerations,” such as sex, sexual orientation, race, ethnic origin, religion, age, etc.
• a student’s academic records will be kept confidential and access will be authorized by University personnel for official use only.

A student who believes that his or her academic rights have been violated is encouraged to talk with the instructor or the chair of the department where the course is taught. The student may also contact the Office of the Academic Ombud for assistance in addressing those concerns.

**Academic Probation**
The academic probation and suspension standards that are used to determine a student’s academic standing University-wide are based on grade-point average. Students are placed on probation if:

1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or higher shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or higher will be removed from probation.
3. If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.
4. The Summer Session and Summer Term are considered two separate academic terms and are subject to the same probation and suspension provisions as Spring and Fall.

Further details about this policy, including procedures for readmission, are found in the UK Bulletin.

**Academic Suspension**
Students are suspended if:

1. They fail to earn a 2.0 term GPA for any term while on probation;
2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0; or
3. Their GPA is below 0.6 after their first term, if the semester’s GPA is based on at least 9 hours of grades, A, B, C, D, or E.
Notwithstanding the provisions above, in the case of a student eligible for suspension, the dean of the student’s college may continue a student on academic probation if the individual case so justifies with notification to the Director of Undergraduate Studies.

**Appeals of Academic Actions**
Details about appeals procedures are located in the [University's Student Rights and Responsibilities](#).

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**Course Registration**
Advanced registration for enrolled students takes place according to the [Registrar’s Registration Windows Schedule](#). Students are responsible for accurate registration of coursework. It is a student’s responsibility to meet with their faculty advisor in advance of registration. [Registration](#) is done through MyUK.

**Change of Name or Address**
Report a change of name or address via your myUK account, which will update your current information for the College of Fine Arts and University Registrar. The UK email is the program’s main form of communication.
**Degree Application**
To be eligible for a degree you must file an *Application for Degree* through MyUK. The deadlines for filing for a degree are listed in the *academic calendar*. Although degrees are awarded at the end of the fall, spring and summer II semesters, formal University commencement exercises are held only in spring (May) and fall (December).

**Grading System**
The general grading system uses a series of letters, to which are assigned grade-point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

*Letter Grades*
- **Grade A** represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. It is valued at four (4) quality points for each credit hour.
- Grade B represents a high achievement as a result of ability and effort. It is valued at three (3) quality points for each credit hour.
- **Grade C** represents satisfactory achievement for undergraduates; represents unsatisfactory achievement for graduate students and is the minimum passing grade for which credit is conferred. It is valued at two (2) quality points for each credit hour.
- **Grade D** represents unsatisfactory achievement for undergraduates and is the minimum grade for which credit is conferred; the grade is not to be used for graduate students. It is valued at one (1) quality point for each credit hour.
- **Grade E** represents unsatisfactory performance and failure in the course. It is valued at zero (0) quality points and zero (0) credit hours. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course in class, or by special examination in accordance with the procedures outlined under Special Examinations. In rare cases in which undue hardship is involved in repeating the work in class, the dean of the college in which the student is enrolled may approve repeating the work by correspondence.

*Pass/Fail*
- **Grade P** represents a passing grade in a course taken on a Pass/Fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade-point averages.
• **Grade F** represents failure in a course taken on a Pass/Fail basis. It is valued at zero (0) quality points and zero (0) credit hours.

**Other Grades**

• **Grade I**—incomplete—means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student shall initiate the request for the I grade. An I grade shall not be conferred when the student’s reason for incompleteness is unsatisfactory to the Instructor of Record. A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student’s graduation, whichever occurs first. In the event the grade of I is not replaced by a regular final letter grade within the allowable period, the Registrar shall change the I grade to a grade of E on the student’s permanent academic record and adjust the student’s GPA accordingly.

• **Grade W** denotes withdrawal from class. It may be assigned by the University Appeals Board in cases involving a violation of student academic rights. It is valued at zero (0) quality points and zero (0) credit hours.
Repeat Option

An undergraduate student has the option to repeat once as many as three different completed courses (including special exams as described in the UK Bulletin) with only the grade, credit hours, and quality points for the second completion used in computing the student’s academic standing and credit for graduation. The limit of three repeat options holds for a student’s entire undergraduate career (including when academic bankruptcy as described in the UK Bulletin), no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass/Fail basis if the course was originally taken for a letter grade. A student exercising the repeat option must consult the student’s advisor and must notify the Office of the Registrar. A student may exercise the repeat option at any time prior to graduation and must be enrolled at UK.

If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion constitute the grade in that course for official purposes. Permission to attempt again the same course may only be granted by the Instructor of Record and the dean of the college in which the student is enrolled. (Note: The repeat option cannot be used to raise the student’s standing for admission to the University of Kentucky Graduate School.)

Student Responsibility

It is the student’s responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the UK Bulletin and the Student Code of Conduct.

The student should consult the Arts Administration Undergraduate Student Handbook, their academic advisor, the Director of Undergraduate Studies and/or the Program Director for issues concerning course requirements, any deficiencies, the planning of a program, and special regulations.
Resources

Academic Calendar
Official dates from the Registrar's office for registration, drop/add, withdrawal, etc. can be located on the Academic Calendar.

Academic Ombud Services
The UK Ombud's office provides a safe, neutral, and confidential setting in which to ask questions, discuss problems and seek assistance with academic-related conflicts and disputes. It is independent of all colleges and programs.

Bulletin
The Bulletin is the student contract with UK. The University publishes the undergraduate Bulletin each academic year. Students are bound by the academic policies and curricula of the Bulletin for the semester in which they enroll into a degree program. You can access the undergraduate Bulletin on-line from academic year 2006-2007 to the current edition.

Career Center
In seeking employment opportunities now and after graduation, students are strongly urged to contact or visit the UK James W. Stuckert Career Center or by phone at 859-257-2746.

Disability Resource Center
The Disability Resource Center will work with all students who have a documented disability which requires academic accommodations. Students should register with the Disability Resource Center for coordination of accommodation services available to students with disabilities.

International Center (UKIC)
The University of Kentucky International Center (UKIC) leads internationalization efforts at the University of Kentucky. Located in Bradley Hall in the center of UK’s campus, UKIC includes Education Abroad and International Student and Scholars Services (ISSS).

Office for Student Success
The Office for Student Success guides the institutional agenda regarding persistence and completion; including providing best practices on retention philosophy, tools, and issues, as well as establishing collaborative, practical solutions to enhance student success.
Presentation U!

Presentation U! is a state of the art multimodal communication center offering tutoring for students and support services for faculty to increase oral, written, and visual communication competence both inside and outside of the classroom.

Registration Windows

All UK students must register during specific time period for courses in the upcoming semester. The Registrar’s office assigns students a registration window based on the number of completed credit hours. Students are only permitted to register during these time periods and during add/drop.

The Study

Academic Enhancement, better known as The Study, provides programming and services to impact student success at the University of Kentucky. Academic Enhancement is a one-stop shop for all students' academic needs including peer tutoring, placement testing, and academic preparation program.

VIP Center

The Violence Intervention and Prevention (VIP) Center works with students, staff, faculty, and community partners toward the mission of eliminating the perpetration of interpersonal violence including sexual assault, partner violence and stalking.

Writing Center

The University of Kentucky Writing Center offers free and friendly assistance to all students, faculty, and staff. They help with the process of composing and communicating in all media, including essays, reports, posters, visuals, websites, slide presentations, and videos. Online appointments are available for distance learning students.