AAD 399: Arts Administration Practicum
Syllabus

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COURSE CONTENT
Under the supervision of the Director of Undergraduate Studies, students must complete at least one practicum in order to meet their graduation requirements. Examples of practicums include conducting a publicity campaign for an event, working on a fundraiser, producing a publication, conducting research, assisting during a conference, updating a website, etc. While students are encouraged to complete their practicums in service to the department (Art and Theatre) or school (Music) that houses their arts discipline at the University of Kentucky this is not a requirement. Practicums may also be completed in service to other arts-related units at the University of Kentucky such as the Arts Administration Program, Singletary Center for the Arts, Student Activities Board and the UK Art Museum, or even off campus within the Lexington community, or other communities.

COURSE OBJECTIVES
Upon completion of this course, the student should be able to:
• Establish realistic goals that can be accomplished within the time frame of a practicum
• Successfully apply the skills acquired in Arts Administration classes to a practicum
• Work cooperatively with the personnel of the organization hosting the practicum
• Submit the necessary evaluative materials

PROJECT REQUIREMENTS
Students are responsible for identifying and obtaining their own practicums, however, Arts Administration faculty are always available to assist with these activities. Before starting a practicum, a student must receive approval from the Director of Undergraduate Studies, and must complete a Learning Contract, which describes the practicum’s activities, and the organization that will be hosting it. Students must work a minimum of 40 hours during the practicum.

REPORTING AND GRADING
All Practicum requirements must be completed during the semester enrolled.

A Passing Practicum will include:
• Completion of all contracted hours
• Student Evaluation Form
• Supervisor Evaluation Form
• Completion of an Exit Interview with the Director of Undergraduate Studies

The Evaluation Forms can be found on the Arts Administration Program’s web site.

Those who do not meet the preceding requirements will receive a failing grade.