AAD 499: Internship in Arts Administration
Syllabus Draft

This syllabus serves as a guideline. For meeting and due dates please see official course syllabus on Canvas once you have registered.

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COURSE CONTENT
Students in the Arts Administration Program must complete at least 6 credit hours of AAD 499 Internship in Arts Administration.

While these internships may be completed in a wide variety of arts organizations, students are strongly encouraged to complete at least one internship with a nationally recognized institution.

All internships must be approved by the Director of Undergraduate Studies PRIOR to completing internship hours. Additionally, students must file a Learning Contract with the College of Fine Arts. Students may take up to a maximum of twelve internship credits.

MONTHLY MEETINGS
Students registered for internship credit will meet as a large group four times throughout the course of the semester. These meetings are mandatory and students are expected to attend all four meetings. If you have a conflict please notify the Director of Undergraduate Studies by the end of the first week of classes. Only major conflicts will be excused. Alternate assignments will be given to students who are completing fulltime internships outside of the Lexington area.

Meeting Dates:
Please see the course schedule in MyUK or the official syllabus on Canvas for meeting dates and times.

COURSE OBJECTIVES
Upon completion of this course, students should be able to:
• Function successfully within a professional work environment.
• Interact effectively with their supervisors, co-workers, and the internship organization’s customers and patrons.
• Identify the type of work they wish to pursue upon graduation.
• Identify the skills they need to improve to succeed within their chosen profession.
REFLECTION PAPERS

Over the course of the semester you will complete 4 short reflection papers. Each paper should be double-spaced in 12-point type, with one-inch margins. The lengths listed below are minimum requirements. You may write more if you wish. All papers should be submitted to the Canvas dropbox prior to the end of each due date. Please see the official syllabus on Canvas for due dates.

**Paper 1**
Write 300-600 words in response to the following:
Describe why you think this internship is a good fit for your career goals. How do you anticipate the majority of your time at work will be spent? What type of work do you hope to be doing?

**Paper 2**
Write 300-600 words in response to the following:
How is your internship aligning with your expectations? Do you have concerns? Are you finding the work valuable in relation to your future career goals? Are you utilizing skills obtained in your coursework?

**Paper 3**
Write 300-600 words in response to the following:
Everyone has both strengths and weaknesses. Understanding what yours are can help you develop as an arts administrator. What have you learned about your strengths and weaknesses during your internship? What areas do you think you need to further develop?

**Paper 4**
Write 600-900 words in response to the following:
Was this internship a good fit for your career goals and personality? Consider factors such as organization type, internship position, organizational culture, budget size, staff size, location, artistic quality, etc. Realizing an internship was not a good fit is not a negative. It is important to realize why an internship was or was not the right fit in order to understand what types of positions you would like to pursue in the future. What was the most valuable piece of knowledge you will take away from your internship and how will it help you achieve your future career goals?
FINDING AN INTERNSHIP
Students should start the internship process by making an appointment with the Director of Undergraduate Studies, six to nine months before the start date of the internship. For example, students who want to complete a summer internship should start identifying internship sites in the fall, so they can submit applications at the start of the year. Before coming to the initial meeting with the Director of Undergraduate Studies, students should think about the following questions:

• What type of organization do I want to work in? (museum, orchestra, theatre, etc.)
• What type of work do I want to experience? (marketing, development, education, etc.)
• Where do I want to complete the internship? (on-campus, locally, a specific city, international, etc.)
• When do I want to complete the internship? (dates)
• How many internship credits do I wish to complete? (hours)

The Director of Undergraduate Studies can assist students in answering these questions. Faculty know where students have completed internships in the past, and are familiar with many guides and newsletters that describe internships in the field of arts administration.

With the assistance of the Director of Undergraduate Studies, students will eventually identify four – five internship sites that meet their interests. At that point students will contact those sites and determine their application procedures.

Many students start with a three-credit internship with an organization either on campus or in the local community. These types of internships are particularly helpful if students have not had much experience working as an arts administrator or if they would like to be introduced to the demands of a professional work place.

All students within the program, however, are encouraged to complete at least one three-credit internship in a nationally recognized arts organization outside of the Lexington community. These types of internships demonstrate that students are capable of working on the highest professional level possible, and stand out on the students’ resumes when viewed by prospective employers. They may also lead to jobs, once the students have graduated.

APPLYING FOR AN INTERNSHIP
Applying for a local internship is oftentimes very informal, and can be accomplished through a telephone call and an interview. Applying for internships with nationally recognized arts organizations will likely require students to submit cover letters and resumes, and perhaps complete a formal application process or submit work samples. Again, the Director of Undergraduate Studies will advise students on the preparation of these materials. In addition, internship and job searches are part of the curriculum for AAD 450. Students can also seek help preparing application materials from counselors at the University of Kentucky’s Career Center.
LENGTH

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Number of Internship Hours</th>
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<tbody>
<tr>
<td>1 credit</td>
<td>50 hours</td>
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<tr>
<td>2 credits</td>
<td>100 hours</td>
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<tr>
<td>3 credits</td>
<td>150 hours</td>
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<tr>
<td>6 credits</td>
<td>300 hours</td>
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<tr>
<td>9 credits</td>
<td>450 hours</td>
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<tr>
<td>12 credits</td>
<td>600 hours</td>
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Students will schedule their hours with their on-site supervisor; this is the person from the internship institution who supervises the students’ work.

TIMING

Some students complete internships in their freshman and sophomore years to determine whether Arts Administration is the right career path for them, or to gain a better understanding of the courses that they may want to take during their undergraduate studies.

Most students wait until their junior and senior years to complete their internships. By that time they have taken several Arts Administration classes and are gaining an understanding of the career paths they might pursue. At this point, arts organizations are also more interested in students as interns, because they possess skills that are useful to arts organizations.

Other students complete their internships after they have taken all of the other classes required for their Arts Administration degree. This option allows students to use their internships as transitions out of the program into the work world.

Internships on-campus and in the local community may be carried out at any time. Many students take them during the fall and spring semesters in conjunction with their other classes.

Internships with nationally recognized arts organizations outside of Lexington are typically completed during summers, however, some students do complete them during fall and spring semesters. Students may register for up to 12 internship credits, and so remain full-time students, even if they are not on the Lexington campus.
**REQUIREMENTS**

All Internship requirements must be completed during the semester enrolled.

A Passing Internship will include:
- Completion of all contracted hours
- Attendance at all 4 monthly meetings (alternate assignments will be made for students involved in fulltime internships outside of the Lexington area)
- Completion of the Internship Evaluation Portfolio
  - Student Evaluation Form
  - Supervisor Evaluation Form
  - Exit Interview with on-site supervisor
  - Four reflection papers
  - Work Samples
  - Three Photographs to be posted to the UK Arts Administration Facebook, Instagram or Twitter using the hashtag #UKArtsAdmin - please include screenshots of the posts in your portfolio.
- Completion of an Exit Interview with the Director of Undergraduate Studies

**PAYMENT FOR WORK**

Whether or not students are paid for their internships is between the student and the internship site. Many internships involve hourly pay, a stipend, and/or room and board. Many do not. Other internships involve a combination of paid and unpaid work.

**SUPERVISION**

The Director of Undergraduate Studies may be contacted at any time during the students’ internship for advice and support. Because most internships take place away from Lexington, faculty supervisors rarely conduct visits to the internship sites.

**INTERNSHIP EVALUATION PORTFOLIO AND GRADING**

During the last week of classes in the semester the internship is conducted, students must submit to the Director of Undergraduate Studies the following materials:
- Evaluation Form completed by the on-site supervisor
- Evaluation Form completed by the student
- Work Samples
- Screen shots of the three photographs posted to social media with #UKArtsAdmin hashtag.

Completion of the 4 reflection papers and attendance at all 4 monthly meetings will also be part of the internship evaluation and grading.

During finals week in the semester the internship is completed, the student must then schedule an Exit Interview with the Director of Undergraduate Studies, so that these materials can be reviewed. Students who complete the required number of hours, submit the required evaluation materials, turn in the 4 reflection papers and attend all 4 monthly meetings and meet with Prof. Munnelly within the required time frame, receive a grade of pass. Students who do not meet one or more of these requirements receive a grade of fail.