

University of Texas – Tyler

ART 4371: Undergraduate Internship Program

SPRING 2022 Syllabus

<u>Instructor:</u>	Kaia L. Magnusen, Ph.D., Assistant Professor of Art History
<u>Office Location:</u>	ARC-117
<u>Instructor Contact Information:</u>	phone number: 903-566-7398 E-Mail: kmagnusen@uttyler.edu (preferred)
<u>Office Hours:</u>	Monday & Wednesday 1:00 p.m. – 2:30 p.m. or by appointment

PLEASE BE AWARE THAT THERE MAY BE SOCIAL DISTANCING AND OTHER PROTOCOLS, SUCH AS WEARING MASKS INDOORS, REQUIRED DUE TO COVID-19.

SEE: “Procedures for Fall 2020 Return” for procedures, protocols and updates:
<https://www.uttyler.edu/reboot/>

For Coronavirus Precautionary Information, see: <https://www.uttyler.edu/coronavirus/>

DO NOT GO TO YOUR INTERNSHIP IF YOU ARE ILL. CONTACT YOUR SUPERVISOR AT THE TYLER MUSEUM OF ART (903) 595-1001 AND ALSO DR. MAGNUSEN (kmagnusen@uttyler.edu)

If you suspect you have Covid-19, notify the university:
https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout_id=32 and get tested

Course Description:

The Undergraduate Internship Program is an 8 to 16 week internship with an approved professional art institution, such as The Tyler Museum or Art, other museum, art gallery or research facility, that provides for a learning experience in an off-campus environment. Students will participate in practical and general training experiences in the workplace, under the direction of on an external field supervisor in conjunction with the university instructor. It is intended to give the student an opportunity to apply theory, expand knowledge, and gain experience in the museum, gallery or research fields.

Course Requirements:

- 1) The course requires that the student work for 10 – 15 hours a week at an off campus location. The internship may be paid or unpaid.
- 2) The course requires instructor consent and must be approved by the Department of Art & Art History Chair, as well as a field supervisor at the off-campus site.
- 3) The course is credit / no credit, 3 hours of undergraduate sch’s, and may be repeated once.
- 4) Student must hold a 3.0 GPA in order to apply for the internship.

Course Prerequisites: consent of instructor

Recommended Texts:

John H. Falk. *The Museum Experience Revisited*, 2nd Edition (Left Coast Press, 2012)

Barry Lord. *The Manual of Museum Exhibitions* (Altamira Press, 2001)

Nina Simon. *The Participatory Museum* (Museum 2.0, 2010)

Beverly Serrell. *Exhibit Labels: An Interpretive Approach* (Altamira Press, 1996)

Robert S. Nelson. *Critical Terms for Art History*, 2nd Edition (University of Chicago Press, 2003)

Enrollment Procedure:

- 1) Consult with academic supervisor of the appropriate department before registration in order to define the goals and objectives of the proposed internship.
- 2) Fill out the Internship Application form and create a professional c.v. in consultation with your academic supervisor.
- 3) Attend an on-site interview with the field supervisor and obtain his or her signature on the Internship Application form.
- 4) Complete the Internship Agreement form by obtaining the signature of the department chair. Submit the completed form to the Department of Art + Art History.
- 5) Enroll for credit during the normal registration period.

Evaluation Process

- 1) Student
 - a. Complete a written journal of activities during the internship period. This journal must contain the date and hours worked and include a summary of daily activities, skills acquired, tasks completed, insights gained, and reflections on the experience.
- 2) Academic Supervisor
 - a. Maintain close contact with student in order to help the intern maximize the learning experience, to provide consistency, and to aid the student in the critical evaluation of the internship experience.
 - b. Maintain contact with the field supervisor ordinarily through at least two on site visits and/or other contacts in order to aid in the evaluation of the student performance.
- 3) Field Supervisor
 - a. Provide written evaluations of the student's on-the-job performance at the conclusion of the internship period. (Evaluations should be forwarded to the academic supervisor.)

Final Grade:

This is a 'credit' / 'no-credit' course. The Academic Supervisor, in consultation with the Field Supervisor, will determine the final grade of 'credit' or 'no credit'. Excessive absences, tardiness, or unprofessional behavior are not acceptable professional practices and will result in a negative or 'no credit' final grade.

UNDERGRADUATE STUDENT LEARNING OUTCOMES:

HISTORICAL IDENTIFICATION: Students will be able to identify historical periods and stylistic development of significant artworks from the canon of historical periods customary in Western or Non-Western traditions.

INTERPRETATION OF ARTWORKS: Students will be able to interpret works of art from formal or conceptual perspectives.

ANALYSIS USING ART HISTORICAL THEORY: Students will be able to apply art historical theory to an analysis of works of art.

SYNTHESIZE KNOWLEDGE: Students will be able to synthesize historical knowledge to incorporate different perspectives into their scholarship.

SCHOLARLY RESEARCH METHODS: Students will be able to conduct basic scholarly research utilizing standards and methods of the discipline

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (see exact date below) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester. Revised 05/17 Student Absence for University-Sponsored Events and Activities If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;

- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software. UT Tyler

Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

IMPORTANT DATES:

Mon. Jan. 10, 2022	Classes begin (so does the internship)
Mon. Jan. 24, 2022	Census Day: last day to withdraw from class and not receive a “w” on your transcript
Mon. March 28, 2022	Last day to drop classes (no refund of tuition or fees)
Fri. April 22, 2022	LAST DAY OF CLASSES & INTERNSHIP - SUBMIT COMPLETED JOURNAL (with times and dates worked and exactly what you did that day) TO ACADEMICSUPERVISOR (Dr. Magnusen)