

Fanuchanan 2024

FA 398 FINE ARTS INTERNSHIP

Course Syllabus

Instructor Information

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Office Location: EC117G

Office Hours: M/W 9:30 – 11am & TTH 11am - 12:30pm

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1. COURSE CATALOG DESCRIPTION:

The course provides an internship experience for students that will allow for the application of fine arts to practical work in the community through placement in a professional or educational organization focusing in any of the art fields. Prerequisites: FA 231 Survey of the Arts, or consent of the instructor.

2. COURSE CONTENT:

The course is designed to provide students an opportunity to gain practical skills in Fine Arts fields. The course provides an internship experience for students that will allow students to gain knowledge and experience of practical art related work in the community. Placement in Fine Arts institution such as art gallery, art museum, theater / music associated institution will be coordinated with the instructor. The course consists of completing a determined number of internship hours, performing tasks under the supervision of a professional, and developing skills related to Fine Arts fields. A final portfolio will require students to document and reflect upon their internship experience.

3. COURSE INFORMATION:

Fine Arts Internship course is identified by the Fine Arts program review as a course that will enrich the program and curriculum, and equip Fine Arts students in areas of visual arts, theatre, and music with practical opportunities in correlated institutions in community. The Internship course will equip students with valuable learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills.

All course content is available in the course Moodle page. The instructor is committed to creating a course that is inclusive in its design. If you encounter barriers, please inform the instructor immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. The instructor is open to considering creative solutions if they do not compromise the intent of the assessment or learning activity. Student feedback is always welcome as it will assist the instructor in improving the usability and experience for all students. Instructor will provide students research materials, video and website links, blogs, etc.

4. STUDENT SUPPORT

The following is a list of resources that students can turn to when they need support:

- Problems with the course instructions or other content?
Contact your instructor for clarification and assistance.
- Technical problems with UOG Moodle system?
Contact the UOG Moodle Help team by email at moodlehelp@triton.uog.edu or by phone at (671) 735-2620.
- Problems with WebAdvisor or GoTritons student email service?
Contact the UOG Office of Information Technology (aka: the Computer Center) by email at helpdesk@uog.edu or by phone at (671) 735-2640.
- UOG Library Resources and Services
Go online to <https://www.uog.edu/student-services/rfk-library/>
- UOG Student Services
Go online to <https://www.uog.edu/student-services/enrollment-management-student-success/> to contact the Admissions and Records office, Financial Aid office, Student Life office, Housing and Residence, Counseling.

5. TEACHING METHODOLOGIES:

Teaching methods consist of supervised hands-on learning through participation in work activities, regular meetings with the supervisor and instructor, discussion, completion of internship hours, and a portfolio. The anticipated class size is 5-10 students.

6. STUDENT LEARNING OUTCOMES

Upon completion of this internship, students will have successfully demonstrated the ability to:

1. Plan work activities and set goals appropriate to student abilities and organization needs;
2. Self-evaluate work performance on the criteria of dedication to their work, creativity, professionalism, and accomplishment of goals;

3. Incorporate external review of work performance on the criteria of dedication to their work, creativity, professionalism, and accomplishment of goals; and
4. Synthesize and articulate how the experience has influenced their professional goals.

Throughout the internship, students four artifacts will be collected: (1) an internship plan with their supervisor, (2) a self-reflection paper, (3) a supervisor’s evaluation, and (4) a professional resume. Each of the four artifacts will be assessed according to rubrics designed by the Fine Arts program.

SLO LEARNING MATRIX FOR SYLLABUS

Course SLOs	Fine Arts PLOs	ILOs
Plan work activities and set goals appropriate to student abilities and organization needs;	PLO4 Demonstrate mastery of one artistic skill in public displays and performances using professional production values from coursework.	ILO1 Mastery of critical thinking and problem solving. ILO3 Effective oral and written communication ILO5 Responsible use of knowledge, natural resources, and technology.
Self-evaluate work performance on the criteria of dedication to their work, creativity, professionalism, and accomplishment of goals	PLO4 Demonstrate mastery of one artistic skill in public displays and performances using professional production values from coursework.	ILO1 Mastery of critical thinking and problem solving. ILO3 Effective oral and written communication ILO7 An interest in personal development and lifelong learning
Incorporate external review of work performance on the criteria of dedication to their work, creativity, professionalism, and accomplishment of goals	PLO4 Demonstrate mastery of one artistic skill in public displays and performances using professional production values from coursework.	ILO3 Effective oral and written communication ILO4 Understanding and appreciation of culturally diverse people, ideas and values in a democratic context ILO5 Responsible use of knowledge, natural resources, and technology
Synthesize and articulate how the experience has influenced their professional goals.	PLO4 Demonstrate mastery of one artistic skill in public displays and performances using professional production values from coursework.	ILO3 Effective oral and written communication ILO4 Understanding and appreciation of culturally diverse people, ideas and values in a democratic context ILO7 An interest in personal development and lifelong learning

7. METHODS OF EVALUATION:

Students are primarily evaluated on the satisfactory completion of their internship (50%), their self-reflection (20%), the supervisor’s evaluation (20%), and their updated resume (10%).

8. COURSE ACTIVITIES AND REQUIREMENTS:

After securing an internship and registering for the course, students are ready to start the internship course. Below are the course requirements:

- Attendance is a requirement. Students will spend the entire semester completing 150 hours of work as part of the internship project. Attendance will be monitored at the

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work site as well as during the sessions with instructor. Students must participate in all discussions with instructor to receive attendance credit throughout the semester.

- If a student is unable to attend an internship session, they must plan with the supervisor prior to their scheduled time. Students are responsible for recording their attendance with the time sheet provided in the attached internship packet. All logs in the time sheet must be verified by a supervisor. Frequent absences will result in a deduction of the overall grade. More than five unexcused absences will be considered as means for failure.
- Students are required to submit weekly internship assignments. Individual responses should be 250-350 words. Students are evaluated by the quality and reflectiveness of the information in the assignment.
- Students will complete a final presentation that should focus on one of your projects that you were assigned during your internship. Presentations should be 20 minutes in length. Presentations will be graded on the following:

9. GRADE DISTRIBUTION:

Completion of Hours	50%
Self-Reflection	20%
Supervisor's Evaluation	20%
Updated Resume	10%
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Total:	100%

10. GRADING POLICY:

Grades reflect an identification of a level of accomplishment achieved throughout the course. Grading Scale includes Letter grades, Grade Points and Credit Hours. Personal challenge, motivation, attitude, performance during group and individual critiques, attendance and a successful completion and a resolution of assigned projects will influence the grade. Students should make sure all work is completed by the end of the course and to attend classes regularly to avoid a low grade.

Letter Grade	Grade Point Value	Percent Grade	Definition
A+	4.00	98-100%	Outstanding Honors-level performance with superior quality and extraordinary distinction.
A	4.00	93-97%	
A-	3.67	90-92	

B+	3.33	87-89%	Good	Solid accomplishment, indicating a substantial mastery of course materials and a good command of skills required by the course.
B	3.00	83-86%		
B-	2.67	80-82%		
C+	2.33	77-79%	Adequate	Students have achieved the level of competency needed for advancing to a subsequent course which has this course as pre-requisite.
C	2.00	70-76%		
D	1.00	60-69%	Deficient	Minimal passing, but not adequate to take a subsequent course which has this course as pre-requisite.
F	0.00	<60%	Failure	Inadequate to receive credits.
P			Pass	
I			Incomplete	
NC			No Credit	

11. REQUIRED AND RECOMMENDED TEXTBOOKS, READINGS, OR STUDY GUIDES:

The instructor will provide relevant material: readings, website links, resume instruction, videos, and study guides as needed.

12. PREREQUISITES:

FA231 Survey of the Arts or consent of instructor.

13. SUBSEQUENT COURSES:

FA 431 Survival in the Arts, AR402, MU402, or TH480.

14. COURSE POLICIES

Participation and Learning Responsibilities: Attendance and participation in all internship hours is a requirement; be on time and be present. The goal of the student during this internship experience should be to think actively and make connections so that experience can enhance the learning that you've done in the classroom. Communicate via email, Moodle, or phone. If you find that you have trouble keeping up with assignments or other aspects of the course, make sure that you let your instructor know as early as possible. Student will give one presentation midterm and one upon the completion of the internship. Final portfolio is required at the end of the internship.

Course Withdrawal: Students may withdraw from the course at any time during the voluntary withdrawal period without permission from the instructor. If students decide to withdraw from the course after the voluntary withdrawal period, students must seek instructor's consent before the last day of classes.

15. UNIVERSITY POLICIES:

Student Evaluation of Teaching: The student course and faculty evaluations for courses will be administered at the completion of the semester within CollegeNet. Student participation is essential and appreciated. Student responses are anonymous and cannot be traced back to individual students. you experience login issues, please refer inquiries to OIT staff to assist at 735-2630/40.

Plagiarism Statement: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (UOG Student Handbook).

Proper citations of all research resources (i.e., direct, or indirect quotations, ideas, suggestions, charts or graphs, and paraphrases or summaries of all articles, books, or audio/visual material) are required for all assignments. Students will not be permitted to submit the same work for more than one course unless approval is given by the instructors of the courses involved. Cases of plagiarism are referred to the Student Discipline and Appeals Committee. In this course, the penalty for plagiarism is up to the instructor and based on the severity of the infraction-most common penalties are no credit for the assignment or failure in the course.

Communication Policy: University policy states that official communications will be sent using university assigned (@gotriton or @triton) email addresses. University electronic mail and messaging is to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the University. (OIT policy manual, 3.10, p. 36)

EEO/ADA STATEMENT:

The University is committed to providing an inclusive and welcoming environment for all members of our community free of all forms of discrimination and harassment in all programs, activities and employment practices as required by Title VII and Title IX and other applicable statutes and policies. If you experience harassment or discrimination, report it immediately to the Director of EEO/ADA & TITLE IX Office, at 671-735-2244, 671-735-2971, TOD 671-735-2243 or eeo-ada@triton.uog.edu.

ADA Accommodation Services—For individuals covered under the ADA (Americans with Disabilities Act), if you are a student with a disability requiring academic accommodation(s), please contact the Student Counseling and Advising Service Accommodations Office to discuss your confidential request. Please provide an accommodation letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor. To register for academic accommodations, please contact or visit the Student Center, Rotunda office #6, disabilitysupport@triton.uog.edu or telephone/(TOD) 671- 735-2460. For applicants or employees with a disability requiring employment or workplace accommodation(s), please contact the Director of EEO/ADA & TITLE IX Office to discuss your specific needs. Please provide documentation concerning your disability and the need for employment or workplace accommodation. Our office is located at the Iya Hami Hall, Dorm 2, right side entrance, first floor, Room 104 and our contact numbers are indicated above.

Tobacco Free Campus: The University of Guam is a smoke-free campus. Smoking is prohibited at all times while on university property. For the health and safety of faculty and students please adhere to these regulations.

No Recording Policy: Recording of class meetings is not allowed. Not only is the delivery of course content the intellectual property of the instructor, but students enrolled in the course have privacy rights. Unauthorized recording and distribution of courses may violate federal law.