Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: College of Liberal Arts
   Department: Art

2. Course Prefix and Number: ARTS3920
   3. Effective Term: Spring 2012

4. Course Title: Internship in Studio Art / Art History
   Abbreviated Title (30 characters or less): Art_Intern

5. Requested Action:
   - Add a Course
   - Proposed Course Number: 3920
   - Type of Revision:

6. Course Credit:
   Contact/Group Hours
   Scheduled Type (e.g.: Lab, Lecture, Practicum, Directed Study)
   Weekly or Per Term?
   Credit Hours
   Anticipated Enrollment

   Maximum Hours (Repeatability): 3
   Practicum
   Weekly 3 10

   Total Credit Hours: 3

7. Grading Type:
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. Prerequisites/Corequisites:
   (P): Junior standing
   (P): 3.0 GPA in major
   (P): Completion of at least two 3000-level courses in major curriculum

9. Restrictions: List specific restriction in space above.
   - College
   - Major
   - Standing
   - Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Internships appropriate to the major with an departmentally-approved sponsor providing hands-on, practical learning experiences in a professional setting.

11. May Count Either: or
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Program Title</th>
<th>Requirement or Elective?</th>
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</thead>
<tbody>
<tr>
<td>Major</td>
<td>ARTF - BFA / ATLA - BA, Studio Art</td>
<td>Elective</td>
</tr>
<tr>
<td>Major</td>
<td>ARTH - BA, Art History</td>
<td>Elective</td>
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13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
   - Applicable
   - Not Applicable
14. Justification: Formalizes a course offering that has been offered previously as an Independent Study. Course provides students with important practical experience with professionals in the field.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: Existing resources are adequate. Course will be administered by department chair in consultation with faculty from appropriate areas.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes: Through an internships in studio art or art history, students apply knowledge gained through course work in studio art or art history to a hands-on work experience in which they work in the field under the supervision of an arts or art historical professional. At the conclusion of the internship, students will be able to:

- apply the knowledge gained through coursework to professional situations,
- to learn about art-related professions and identify future careers,
- to gain practical experience, and
- to begin to build a network with arts professionals.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

OBTAINING THE INTERNSHIP
It is the student’s responsibility to arrange the internship. The Department works to enlarge the number of internship opportunities in Auburn and other locations in the state. However, you are not limited to those internships. You may intern with any organization in any location as long as the position satisfies the requirements for the internship (practical, hands-on experience that is appropriate to the major and supervised by an expert in the field).

Internships must be appropriate to the major. The internship should provide the opportunity for hands-on, practical learning experiences in a professional setting. An intern must perform work that is relevant to his or her degree, not merely run errands or perform clerical duties. In addition, the on-the-job supervisor must be an expert in the field, capable of providing proper guidance.

In general, you may apply directly for an internship in the way you would for a job. Students typically make contact with a potential intern host, present resumes and interview just as they would for a salaried job. Please feel free to contact the Department Chair at any time for assistance.

REGISTRATION FOR INTERNSHIP
You must register for ARTS _____ during the semester in which the internship takes place. The internship course can be taken for three semester hours of credit. You should work at least 15 hours per week during Fall and Spring semester and 20 hours per week during the Summer semester. The internship should begin the first day of class and continue through the last day of class. Reasonable accommodations may be made for special circumstances, but they must be approved prior to the beginning of the internship.

For Fall and Spring semesters, the total course load (internship plus other courses) cannot exceed 16 hours. For Summer semester, the total course load cannot exceed 13 hours.
You must complete the internship agreement prior to registration and in consultation with both the internship host/supervisor and the Department Chair. The supervisor and the Department Chair must both sign the agreement indicating their approval of the internship objectives/ responsibilities. The agreement is then submitted to the Department Chair no later than the first day of class. The internship is not approved until the packet has been submitted, pre-requisites confirmed and the objectives/ responsibilities accepted. If the packet has not been turned in by the first day of class, or if an email has not been sent to the Department Chair requesting an exception, you will be dropped from the course.

Students planning on an internship must remember that the intern host invests time and effort supervising and training interns. Services of value are expected in return. The internship is a reciprocal arrangement: students exchange their work in return for on-the-job training, work experience and contacts. You are expected to treat the internship as a job.

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:
Interns are required to submit two reports to the Department Chair, one by mid-semester and the other by the last day of class. These reports may be delivered by mail, e-mail, or in person.

The mid-semester report should consist of a 2 or 3 page essay addressing the student's internship experiences. You may want to think of the report as a "letter home" in which you write about what you are doing, how things are going, and what you hope to accomplish in the second half of the internship.

The final report is more formal and detailed. It should contain:
1. Review of Internship Activities
2. Critical Assessment of the Internship Experience
3. Analysis of the Value of the Internship Relative to Career Goals
4. Suggestions for Improvement
5. Examples of Work (if appropriate)

Failure to include any of the above may lead to an incomplete or unsatisfactory grade.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:
The Department of Art will mail the internship supervisor a performance evaluation that must be returned to the Department Head no later than the last day of class. However, it is the intern's responsibility to coordinate this evaluation and follow up to see that it is completed and forwarded to the Department Chair by the deadline.

The internship is graded "S" or "U" by the Department Chair. An "S" will be awarded only if both the Chair and the intern supervisor believe that all internship responsibilities have been fulfilled satisfactorily. Interns who do not meet performance requirements or fail to submit reports will receive an unsatisfactory grade of "U".

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: N.A.

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))
(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g.: hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TDD).