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Instructor

Gary Meacher

Chair, Art Department

Assistant Professor of Art & Design

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573.288.6367 (x6367 on campus)

Office Hours

MWF from 10:30 am to 11:30 am and 2:00 pm to 3:00 pm; TR from 12:30 pm to 1:30 pm

Please Note: Office hours are generally held in Professor Meacher's office—but may occasionally be located in the mac lab room 206 instead. Students are responsible for scheduling an appointment to ensure location and adequate time for consultation.

Course Description

Students acquire a professional internship with the intention of gaining experiences related to the student's major or career goals in Art. Students will work on-site in a professional setting under the supervision and monitoring of practicing professionals in their area of study. Internships can be paid or unpaid with work hours totaling 40 hours per enrolled credit. Students work with an academic advisor and an internship supervisor to develop goals and prepare for an authentic real-world experience in Art. Example internship locations might be an art agency, gallery, museum, advertising design firm, publishing/printing house, non-profit, or other organizations where professional experiences can be related to the student's academic program. **Prerequisites:** Junior or Senior standing as an Art major and acceptance by an Art faculty sponsor, advisor, host site, and internship coordinator.

Both the student and the faculty sponsor have agreed to the intention of this internship in providing a professional learning opportunity in the student's field of study. The student will gain experience in a professional setting that mirrors a potential real-life work place and further understand the demands of their field of interest.

Course Objectives + Internship Goals

Course objectives and internship goals are selected by the student and approved by the supervising faculty.

Sample internship goals might be:

- Apply skills learned in courses to real-world settings
- Experience working with clients/the public/customers
- Manage a deadline-driven work load
- Experience a professional work environment
- Attend creative meetings and take art direction and criticism

Requirements

This course is an experiential course requiring on-site work with the approved internship location for a minimum of 40 hours per one hour of academic credit (120 hours for 3 Credits).

- Student must attend the required *Internship Orientation Workshop* (Offered in the beginning of the Fall and Spring semesters)
 - The student will submit a weekly written document journaling each day's events.
 - The student will keep the faculty sponsor informed of hours completed.
 - The student will notify the faculty sponsor when the internship has officially started and ended.
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Assignments

Internship Paperwork:

Complete all required paperwork with the internship coordinator including setting your learning objectives.

Submit an e-mail within one week of starting the internship summarizing a required discussion with your on-site supervisor concerning your learning goals, the rules of the internship site, and any concerns that the two of you have regarding the internship.

Journal:

The student will submit a weekly written document journaling each day's events. Details revolving around the professional activities taking place during the internship should be discussed with consideration for any learning opportunities and new experiences.

Samples of work completed during the internship will be included in the weekly written document.

Information that is suggested to be included in the journal includes any training activities, project assignments, dress codes, hours worked (working in the day versus night, amount of hours, etc.) problems incurred (lateness, absences, errors, etc), organization background, interaction with the supervisor, meetings, client and co-worker interactions, etc...

Evaluation:

A minimum of one evaluation will be completed by your faculty sponsor by telephoning or visiting your internship supervisor.

The final evaluation is a written statement that is submitted to your internship site supervisor by the internship coordinator.

Grading Scale

A	—	90 - 100%
B	—	80 - 89%
C	—	70 - 79%
D	—	60 - 69%
F	—	00 - 59%

Grade Breakdown

Standards for grading will be based on a variety of criteria including: effort, completion of assignments, quality of journal entries, internship site supervisor evaluation, and faculty sponsor evaluation.

Journal Entries — 70% of final grade
Site Evaluation — 30% of final grade

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Grievance Process

If you have concerns with this course, my grading practices or any other issue, I encourage you to come and meet with me to resolve the issue. If you are uncomfortable meeting with me, please contact Dylan Marney, the current division chair, and he will work with you to resolve the issue or direct you to the appropriate person.

Academic Honesty

As a college, cheating and plagiarism are strictly forbidden and will not be tolerated. All faculty are required to notify the academic dean of all actions taken with respect to academic dishonesty even if you drop the class.

The first and second offenses carry the sanctions imposed by the instructor on a case by case basis and a letter from the academic dean. The third offense carries with it the possible expulsion from the college. These offenses are cumulative throughout your tenure at Culver-Stockton.

Student Disability Services

If you have or think you may have a disability and would like to receive disability-related academic accommodations, please contact Jeanne Johnson, jjohnson@culver.edu in Johann Library as soon as possible. No services can be provided without first registering with Academic Support Services.

This syllabus is not a binding contract and is subject to change. Such changes will be announced in class.