

Art History Academic Internship – ARTHC 496R

Instructor/Internship Coordinator: Elliott Wise

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Hours: By appointment

Learning Outcomes:

- Gain experience and rigorous training in the art world (museum, gallery, art organization, auction house, library, archive, etc.) .
- Provide professional development and contacts for the field beyond the walls of Brigham Young University.
- Assess your learning process during the internship through regular, written reflections.
- Facilitate meaningful and real-life application of your degree in Art History and prepare for a life of rewarding employment and service.
- Fulfill the Art History “Off-Campus Requirement” (ARTHC 496R).

Requirements:

At the beginning of the semester, we will schedule an orientation meeting to discuss important principles and expectations of completing an Art History internship. This will be our only formal meeting as a class. We will also go over the syllabus and the grading method.

Successful Completion of Internship (140 hours)	200 Points
Reflections (submitted at regular intervals)	70 Points
Final Report	100 Points
Evaluation	50 Points
Total:	420 Points

At the conclusion of the course I will divide your point total by the total number of possible points to produce your grade. There will be no curve.

93–100 A
90–92 A-
87–89 B+
84–86 B
80–83 B-
77–79 C+
74–76 C
70–73 C-
67–69 D+
64–66 D
60–63 D-
0–59 E

Successful Completion of Internship (200 Points): You are required to work with diligence and focus in your responsibilities. Remember that you will not only be an ambassador for the university and the Church but also for the Art History major. Establishing a good relationship with the internship institution will not only help you in your future endeavors but will also help us in placing qualified applicants in the years to come. Your internship will be a memorable and impactful part of your educational experience. Please be your best in your interactions, punctuality, and professional appearance.

For 3 hours of course credit (Fall and Winter semesters) you are required to work 10 to 12 hours per week for 14 weeks, or **140 hours in total**. If your internship takes place either during Spring or Summer term (not both), you are required to work 20 to 24 hours per week. If, on the other hand, your internship spans both Spring and Summer together, you should work 10 to 12 hours each week.

Reflections: You will regularly upload reports to Learning Suite, in which you account for and reflect on your work. Follow the Learning Suite calendar's due dates for these submissions. Your reports should be at least two paragraphs in length and include the **total number of hours worked that week** as well as an ongoing tally of the **total number of hours worked to date**. This will help you keep track of your progress toward the required 140. In the first paragraph, provide a brief summary of what you have been working on recently. In the second paragraph, address the following prompt (these prompts are also listed on the Learning Suite Schedule):

Prompt 1: Describe the institution at which you are interning and your specific responsibilities there.

Prompt 2: What are the most important strengths of your internship institution and supervisor?

Prompt 3: What unique skills could you contribute to your internship institution, or what skills have you contributed already?

Prompt 4: Describe a frustrating or difficult aspect of your internship and the way in which you dealt with it or still could deal with it.

Prompt 5: What has been the most surprising or unexpected part of your internship?

Prompt 6: How might your internship impact your future employment plans?

Prompt 7: What specific skills have you developed?

Final Report: Upon completing your internship you will be required to submit a 5-page, double-spaced summary of your experience. It should address the following three points: **1)** an overview of your responsibilities, **2)** an assessment of what worked well and what was challenging, and **3)** suggestions for future interns. This document will not only be a good opportunity for you to encapsulate your experiences but will help us in managing our internship program in the future.

Please upload your final report to Learning Suite by the last day of classes. You are not required to turn in a hard copy.

We also require an evaluation from your supervisor at the internship institution. This is accessible under the Content tab in Learning Suite. It should be emailed or delivered directly to me upon the completion of your internship. In addition to an assessment of your service, this report should also specify the number of hours you worked account for your duties. **A grade will only be issued if all documents are filled out completely and submitted in a timely manner to the Internship Coordinator.**

***If you run into difficulties or need assistance at any time during your internship, please contact me immediately. We are proud of the wonderful work you do and are here to assist you in having a fulfilling and inspiring experience.

EEO Statements:

Preventing Sexual Discrimination or Harassment

Sexual discrimination or harassment (including student-to-student harassment) is prohibited by the law and by Brigham Young University policy. If you feel you are being subjected to sexual discrimination or harassment, please bring your concerns to the professor. Alternatively, you may lodge a complaint with the Equal Employment Office (D-240C ASB) or with the Honor Code Office (2-4440).

Students with Disabilities

If students have a disability that may affect their performance in the course, they should get in touch with the Office of Services for Students with Disabilities (1520 WSC). This office can evaluate the student's disability and assist you in arranging for reasonable accommodations.

Honor Code Standards

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work students present as their own must in fact **be** their own work and not of that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for themselves and others and ensures an effective learning and working environment. It is the university's expectation, and the Department's expectation in class, that each student will abide by all Honor Code standards. If you have any questions about the University Honor Code Standards, please contact the Honor Code Office at 422-2847.

Final Point – If for any reason you need assistance in this class do not hesitate to come to talk to me. I will gladly do what ever I can to help you with your internship.

Work Hard!