

ART 496R - ACADEMIC INTERNSHIP

Fall/Winter/Spring/Summer - Section 001 - Credit Hours: 1-6 hours (variable)

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Course Description

The Department of Art encourages all students to enhance their academic education with an internship related to their field of study. As students receive hands-on work experience within the internship, they are able to assess their interests, gain confidence, and develop professional skills. Many students have found that internships are among the best routes to full-time employment following graduation.

This course is individually-based with the internship provider and the student, and offers work experience in a professional setting evaluated by the supervisor. The hourly commitment is arranged with the provider.

One credit hour is equal to 45 working hours. For example if you want to do 3 hours of credit you would be required to work a minimum of 8.5 hours a week for 16 weeks (fall/winter or roughly 135 hours in total). Spring and Summer would require 17 hours a week for an 8-week semester in order to earn 3 credits.

As you begin your internship, you are expected to do your best in learning from those who have hired you as an intern. How hard you work will be a reflection not only on yourself, but also on future BYU interns the company may want to bring on. Make sure you leave an impression that can open doors for others as well as yourself.

Learning Outcomes

- Provide an opportunity to bridge the gap between academia and professional life
- Broaden perspective with experiences outside the classroom.
- Gain confidence in the professional world.

Internship Procedure (prior to internship beginning)

- Meet with faculty mentor to discuss possible internship opportunities
- Go to intern.byu.edu to fill out the IRAMS application in order to receive university credit. You will need the following information to complete the application:
 - Where you will be living during your internship
 - The name of your Intern provider, location, supervisor/point of contact
 - The length of your internship
 - A description of your internship- your responsibilities and expectations
 - The name of your faculty mentor
 - An Internship Master Agreement (IMA), which outlines the obligations of the student, university, and internship provider. If there is not an IMA on file for your internship provider, and the internship is off-campus or for a non-BYU provider, you must have your provider sign the [form \(linked here\)](#). Email the completed form to maddison_colvin@byu.edu to have it associated with your application.

- How many credits you would like to take (variable 1-6 hours). **1 credit hour is equal to 45 working hours for the length of your internship. For example if you want to do 3 hours of credit, you would be required to work a minimum of 12 hours a week for 13 weeks (fall/winter or 135 hours in total). Spring & Summer require 17 hours a week for an 8 week semester.**
- Upon approval of your application, the internship office will notify you to register for the class.

Grading Scale

<u>GRADE</u>	<u>PERCENT</u>
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
T	0%

Grading Policy

Fulfillment of Required Hours	10%
Weekly work log/journal	50%
Internship Report	20%
Intern Provider/Supervisor evaluation	20%

In addition to performing your on-the-job internship activities, you will need to submit a work log/journal and a written report about your internship experience. The work log/journal and report become the record of what you have learned in the internship and are the primary means by which the faculty advisor evaluates your internship. Your work will be evaluated on how you analyze your experience and reflect on what you learned and how well you present your ideas in an understandable manner.

A letter grade is issued upon completion of internship, summation of experience submitted and the intern evaluation form. The faculty mentor will review all documents to determine the grade for the internship and will notify the internship coordinator of the grade.

A T-Grade will be issued if the length of the internship extends beyond the semester/term grade submission deadline (the last day of classes) and/or if all documents have not been submitted to the Internship Coordinator before the deadline. A T-grade indicates course work is in progress, and will be changed to a letter grade when all documents are submitted and evaluated.

Course Work

Work Log/Journal (worth 60% of your grade)

The work log/journal consists of a descriptive summary of your internship activities for each week, problems you may have encountered or new concepts you've learned, and self-reflection on your experiences. It should include a log of the actual hours worked during the specified week. The hours (**10% of your grade**) recorded here should correlate with the number of credit hours you are registered for in a given semester (see scale above). These summaries must be emailed to maddison_colvin@byu.edu weekly in order to receive full credit OR can be kept in a google doc, updated weekly and shared with your faculty advisor and Maddison Colvin.

Intern Provider Evaluation (worth 20% of your grade)

At the end of your internship, at least one week before grades are due, the following form must be filled out by your internship provider. You are responsible for reminding your provider to fill out this form. Please follow up with Maddison Colvin if you are having difficulty getting your provider to do this! <https://form.jotform.com/212274881268058>

Internship Report (worth 15% of your grade)

At the end of your internship, at least one week before grades are due, you must fill out the following form yourself, including paragraphs reflecting on your experience and your internship provider. Please note that you will also need to upload 3-5 images from your experience, ideally of you working in the setting of the organization, or of work you completed during that time. These images are occasionally used to create reports for donor-supported internships. <https://form.jotform.com/212274975593063>

ELMS Report (worth 5% of your grade)

At the end of your internship, at least one week before grades are due, you must complete the ELMS reporting form found here:

1. Go to : <https://byu-csm.symplicity.com>
2. This link will take you to a page where it asks you what type of user you are. Select "Students".
3. The next window will ask you which sign-in method you would like to use. Select "Current Students: Single Sign On".
4. After successfully logging in using your BYU credentials, you will see your experiential learning dashboard.
5. Click on the "Experiential Learning" tab.
6. You will see all of your experiences listed alphabetically. Locate the correct experience and select "Program Evaluation" (it has a pencil icon next to it).
7. Your program evaluation will open, ready for you to complete according to the instructions on the form.

Because not all internships are the same length in time or begin and end at the same time, you will only need to create work logs/journals for the weeks you are working on your internship. The Internship Report is due at the end of your internship experience, as is the Intern Provider / Supervisor Evaluation.

University Policies

Honor Code - 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 you present as your own must in fact be your own work and not 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 yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

Sexual Misconduct - As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment-including sexual violence-committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university.

University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of sexual misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter Sexual Misconduct, please contact the Title IX Coordinator at t9coordinator@byu.edu or 801-422-2130 or Ethics Point at <https://titleix.byu.edu/report> or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at <http://titleix.byu.edu>.

Student Disability - Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

Academic Honesty - The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Mental Health Concerns - Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, caps.byu.edu) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the

university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

Respectful Environment - "Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional." "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010 "Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010