

George Mason University
School of Art Internships
Syllabus _____

Course: AVT 489

Coordinator: _____

Contact Info: _____

Course Description:

This course is intended to introduce School of Art students to the continuing possibilities for learning in the field through apprenticeships or internships. Students who work as interns discover a number of multi-leveled benefits that cannot be realized in an academic environment. For some students, an apprenticeship may provide the most realistic perspective from which to evaluate his or her academic studies and an introductory work experience in the specific visual arts field that the student may be considering for a career. In addition, the formation of work relationships and professional ties often lead to employment.

Objectives:

- To broaden the awareness of the range of career options available to students;
- To develop marketable professional skills and experience by providing opportunities for the supervised application of skills introduced in the classroom to situations outside the academic environment;
- To enable students to acquire some knowledge of the business, governmental and professional sectors of the visual arts communities.

Academic Credit:

Academic credit for the internship experience will be based on the total number of hours worked:

45 hrs. = 1 credit

90 hrs. = 2 credits

135 hrs. = 3 credits

180 hrs. = 4 credits

225 hrs. = 5 credits

270 hrs. = 6 credits

Hours spent on the position search and contract negotiations will count towards the total number of credit hours required if they are documented on the internship timesheet included with the final report.

Requirements:

- Before beginning the internship, the AVT 489 Contract for Interns, and the Internship Intake Form, plus the Experiential Learning Agreement must be delivered or faxed (703/993-8798) to the _____. Students will not be allowed to register or begin their internship until these forms are received.
- The student is required to maintain written monthly contact with the Instructor of Record throughout the internship in the form of either faxed or e-mail notes.
- Final reports are due (including the final evaluation from the site supervisor and the student evaluation) at the end of the internship but no later than the last day of classes (_____). These reports should be included in the internship final report.
- Students who fail to register for the internship cannot be graded retroactively.
- The final report folder (labeled on the outside with the student's name, internship placement, location and semester must include the following:
 - The student evaluation and final report from the site supervisor.
 - SoA internship time sheet.
 - A one-page paper summarizing the intern's thoughts about the internship experience, and skills learned/perfected during the internship.
 - Representative samples of the student's work in printed form.
 - A photograph of the student on the job.
 - The final report will become the University's permanent record, so duplicates should be made or retained if the student wishes to keep a copy.
 - All hours worked during the internship must be recorded on the SoA internship timesheet.

Grade Percentages:

| | |
|------------------------------|-----|
| Employer Evaluation | 60% |
| Reflection Paper | 20% |
| Student Work/Timesheet/Photo | 20% |

| | | |
|---------------------|----------|----|
| Grade Scale: | 93-100% | A |
| | 90-92.9% | A- |
| | 87-89.9% | B+ |
| | 83-86.9% | B |
| | 80-82.9% | B- |
| | 77-79.9% | C+ |
| | 73-76.9% | C |
| | 70-72.9% | C- |
| | 67-69.9% | D+ |
| | 60-66.9% | D |
| 0-59.9% | F | |

Late Work Policy: Late work is any work not turned by the specified due date. All late work will receive a one-letter grade reduction for each day it is late.

University and School of Art Policies:

In accordance with George Mason University policy, turn off all beepers, cellular telephones and other wireless communication devices at the start of class. The instructor of the class will keep his/her cell phone active to assure receipt of any Mason Alerts in a timely fashion; or in the event that the instructor does not have a cell phone, he/she will designate one student to keep a cell phone active to receive such alerts.

Commitment to Diversity:

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

Statement on Ethics in Teaching and Practicing Art and Design:

As professionals responsible for the education of undergraduate and graduate art and design students, the faculty of the School of Art adheres to the ethical standards and practices incorporated in the professional Code of Ethics of our national accreditation organization, The National Association of Schools of Art and Design (NASAD).

Open Studio Hours:

SOA teaching studios are open to students for extended periods of time mornings, evenings and weekends whenever classes are not in progress. Policies, procedures and schedules for studio use are established by the SOA studio faculty and are posted in the studios.

ArtsBus:

The dates for Fall 2012 ArtsBus trips are: _____, _____, _____.

If you need ArtsBus credit for this semester as part of your class assignment or AVT degree requirement, you must enroll in AVT 300. This also applies to anyone who intends to travel to New York independently, or do the DC Alternate Assignment. If you plan/need to go on multiple ArtsBus trips this semester and need them towards your total requirement, you must enroll in multiple sections of AVT 300. Please go to the ArtsBus website: <http://artsbus.gmu.edu> "Student Information" for additional, very important information regarding ArtsBus policy. Non-AVT majors do not need Artsbus credit BUT may need to go on the Artsbus for a class assignment. You can sign up for AVT 300 or buy a ticket for the bus at the Center of the Arts.

Visual Voices Lecture Series:

Visual Voices is a yearlong series of lectures by artists, art historians, and others about contemporary art and art practice. Visual Voices lectures are held on Thursday evenings from 7:20- 9:00 p.m. in Harris Theater. Check the School of Art website regarding the dates for the current semester.

Add/Drop Dates:

| | |
|---|-------|
| First day of classes | _____ |
| Last day to drop with no tuition penalties | _____ |
| Last day to add classes | _____ |
| Last day to drop with 33% tuition penalty | _____ |
| Last day to drop with a 67% tuition penalty | _____ |
| Last day to drop | _____ |
| Last day of classes | _____ |
| Reading Days | _____ |
| Exam Period | _____ |

Students with Disabilities and Learning Differences:

If you have a diagnosed disability or learning difference and you need academic accommodations, please inform me at the beginning of the semester and contact the Disabilities Resource Center (SUB I room 234, 703-993-2474). You must provide me with a faculty contact sheet from that office outlining the accommodations needed for your disability or learning difference. All academic accommodations must be arranged in advance through the DRC.

MasonLive/Email

Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account. [See <https://thanatos.gmu.edu/masonlive/login>].

Academic Integrity:

Students must be responsible for their own work, and students and faculty must take on the responsibility of dealing explicitly with violations. The tenet must be a foundation of our university culture. [See <http://academicintegrity.gmu.edu/distance>].

Honor Code:

Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode>].

University Libraries:

University Libraries provides resources for distance students. [See <http://library.gmu.edu/distance>].

Writing Center:

The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing. [See <http://writingcenter.gmu.edu>]. You can now sign up for an Online Writing Lab (OWL) session just like you sign up for a face-to-face session in the Writing Center, which means YOU set the date and time of the appointment! Learn more about the [Online Writing Lab \(OWL\)](#).

Counseling and Psychological Services:

The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu>].

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. [See <http://registrar.gmu.edu/privacy>].