

The University of Western Ontario
Department of Visual Arts

MCS 4684A Practicum Internship in Visual Arts
MCS 4686G Project Based Internship
MCS 4689E Project Based Internship

Term: Fall 2021 and/or Winter 2022

Professor and Internship Coordinator: **Tricia Johnson**

Office: VAC rm. 200A

e-mail: vaugc@uwo.ca

Office Hours: Mondays and Wednesdays 9:00 – 11:00am

Prerequisite: *Permission of Department after successful application process.*

Antirequisite: *students cannot enroll in more than two Visual Arts Internship courses (for a total of 1.0 credit) towards fulfilling the requirements of their module, unless given Special Permission.*

COURSE DESCRIPTION

Practicum and Project-Based Internships in the Visual Arts are experiential learning courses offering advanced students the opportunity to obtain University credit for volunteer employment working with qualified professionals in an arts and culture related field. Each internship is held for a period of one academic semester (about 12 weeks per semester: Sept. to Dec., Jan. to April, May to August) or a full year academic term. Students are expected to work an average of 6 to 8 hours a week in fulfillment of the tasks agreed upon with the hosting partnership organization.

Students will be in contact with the Undergraduate Chair/Internship Coordinator at least 3 times each semester, by email. Students will submit two required assignments, the Journal and Final Report, and an optional PowerPoint presentation, on the final day of classes, at the end of each semester depending on the course they are enrolled in.

Students responsibilities:

The student must formally apply for an internship placements through the Application Form on the Visual Arts website, by the set deadline in July for the upcoming academic year. Potential applicants must meet the minimum academic requirements in order to be considered for an interview. Students meeting such requirements will be interviewed by the Internship Coordinator/Undergraduate Chair to discuss and answer questions from their application, and possible, relevant internship positions that fit their interests and expertise. Successful applicants will be informed of their partner institution where they will be placed by the Internship Coordinator, for another interview with their possible supervisor, at the end of August, to insure the internship is a good fit for all. If all parties agree, the student will be enrolled into the appropriate internship course.

Once the student is enrolled in the internship, the student will arrange to sign a contract with the internship employer affirming their respective responsibilities. This contract will be returned to the Internship Coordinator/Undergraduate Chair before the end of September.

At the beginning of their work term, each student is expected to do background research on the institution or sponsor with whom they will be working, situating their placement relative its mandate and place within its professional field. This research, in conjunction with an ongoing work journal noting and commenting on the daily activities associated with their position, will provide the basis for a written report submitted by the student at the end of the placement and/or the last day of the semester. Students participating in internships over two successive semesters will be required to submit their journal and final report at the last day of each semester.

Employers responsibilities:

It is expected that the Internship site supervisors will offer work experience relevant to the student's field of study. The supervisor is expected to provide a clear outline of the tasks associated with the student's placement and that these duties will match the desired goals of the student. It is also expected that internship site supervisors will provide oversight, guidance and feedback on the student's work and work habits. This guidance should also assist the student in learning professional and ethical industry practices. The supervisor will also complete the Department's Internship Agreement Form by the appropriate deadlines, as well as a final evaluation of the student's performance at end of their work term.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- apply the knowledge gained in the study and practice of visual art to problem solving tasks in a professional setting
- begin to identify the professional practices and skill sets associated with a given arts-related field and comprehend the criteria of significant performance within them
- acquire real world experience and share first-hand information relating to working in a range of organizational settings associated with arts and culture
- engage the dynamics of working cooperatively with others and as part of a team in an organizational setting
- recognize professional development opportunities and the potential for ongoing mentorship
- begin to apply this knowledge and experience to developing professional career-related strategies for further work in arts and culture sector

COURSE MATERIALS:

There are no required course materials or course textbooks for the internship placements.

EVALUATION

The final grade will be determined by the Internship Coordinator/Undergraduate Chair and is based on the submission of the internship journal, a final report paper, and an optional PowerPoint presentation.

Grading Breakdown for MCS 4684A & MCS 4686G

Internship Journal and optional Power Point Presentation	50%
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Final Written Report	50%
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Grading Breakdown for MCS 4689E

Fall Internship Journal and optional Power Point Presentation	25%
Fall Final Written Report	25%
Winter Internship Journal and optional Power Point Presentation	25%
Winter Final Written Report	25%

ASSIGNMENTS

Internship Journal:

- Includes all your daily task, activities, projects and undertakings for your internship
- You can also include interesting stories, encounters or experiences
- Write in either point form or narrative style, in a first person voice
- Keep a Word document or a physical journal that you can scan to submit
- The journal assists the Internship Coordinator to understand your placement on a daily and weekly basis as also becomes the research for the student's final report.

Internship Report:

Plan to write 1000 words (4 – 5 pages). Feel free to write more but less is not an option. Please respond to all below:

- Write in a first person voice with whatever writing style you prefer. While this is not an academic research paper, do cite any source you use correctly.
- Discuss the mandate of the partnership institution where you were placed for your Internship.
- Using your journal as reference, discuss your primary contributions to the partnership institution.
- How has your education in Visual Arts assisted you in regards to your Internship duties.
- Have you learned new skills or been given new opportunities that you can elaborate on?
- What has been the most important aspect of the internship for you?
- What aspect of the internship do you feel you will be able to apply to future employment?
- Discuss and elaborate on any other element of your internship that you would like the Internship Coordinator to know and understand.

Optional PowerPoint Presentation

- If your internship allows you to take photographs, collect the photographs into a PowerPoint, with the addition of text in order to contextualize the imagery.
- The Internship Coordinator appreciates understanding your internship placement through visuals, rather than words alone.
- However, virtual internships are not conducive to photography and thus, this is an optional assignment.

ASSIGNMENTS DUE DATE POLICY

- The above listed assignments are due on the last day of classes for the Fall and/or Winter semester, by 3pm, emailed to the Undergraduate Chair/Internship coordinator at vaugc@uwo.ca

- If you need to hand in artwork late, please report a Self-Reported Absence or consult your Academic Counsellor, in your home faculty, to request academic considerations.
- **Late Assignments will be only be accepted accompanied by academic considerations.**
- Students that received Academic Consideration for assignments will contact Prof. Johnson regarding how to submit their assignments.

ACADEMIC CONSIDERATION:

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are not met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see

[Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Please contact Professor Tricia Johnson after she has approved your academic considerations, in order to receive the new due date.

These guidelines are benchmarks that are not to be followed as rigid regulations. They will be adjusted as appropriate to take into account the level of the course and any specific instructions given by a professor. For example, grades in first year courses are generally lower than in fourth year.

90-100 (Outstanding, A+)

The **writing** shows significant originality and exhibits a high degree of critical engagement. Sophisticated synthesis and analysis of the theoretical and conceptual dimensions of the topic are demonstrated. Mastery of complex material and ideas is immediately evident. The topic is treated with sensitivity and subtlety of thought. The quality of the background research is exemplary. Regarding **research**, all major secondary sources pertaining to the topic have been consulted and proper citation has been used.

80-89 (Excellent, A)

The **writing** shows originality and exhibits a high degree of critical engagement. Writing is probing through the use of comments and/or questions, and is clearly focused and logically organized. The quality of writing immediately engages the reader. Mastery of complex materials and ideas is demonstrated. The writing is of appropriate length, and demonstrates mastery of techniques so that results are meaningful and not simplistic. Regarding **research**, a majority of the secondary sources pertaining to the topic have been consulted and proper citation has been used.

75-79 (Very Good, B+)

The **writing** shows above average analysis, critical thinking and independent thought. Written claims are supported by ample evidence and the components of the topic are well-researched and presented. The work is addressed in reasonable depth and/or breadth and covers material appropriate to the course. Written analysis is organized around focal points and the development of the argument is easily followed. The writer demonstrates an above average ability to write in an intelligible style and to condense material meaningfully and with a concern for priorities of that material. Regarding **research**, a representative selection of secondary sources pertaining to the topic has been consulted and proper citation has been used.

70-74 (Good, B)

The **writing** shows a satisfactory attempt at analysis and critical thinking. Written claims are supported by reasonable evidence. The work is addressed in some depth and/or breadth, with references to the appropriate literature and course material. Written analysis is organized around focal points. The text is generally well written and well argued. Regarding **research**, a somewhat limited selection of secondary sources pertaining to the topic has been consulted and proper citation has been used.

60-69 (Competent, C)

The **writing** demonstrates adequate engagement with the topic. The writing is on topic and is a reasonable response to material covered in the course, but goes no further. Written facts are stated accurately; the quality of writing is sufficiently intelligible with enough elaboration and enough connections made between ideas to permit a reader to understand the point of the text. Regarding **research**, an insufficient number secondary sources pertaining to the topic has been consulted but proper citation has been used.

50-59 (Marginal, D)

The **writing** shows less than adequate engagement with the topic and with the material covered by the course. The writing is a less than adequate summary of sources and/or is considerably off-topic. Written facts are stated inaccurately or ambiguously; the writing style is difficult to follow; there is insufficient elaboration to permit reader's comprehension of relations among ideas; little judgment is shown in selecting detail for inclusion in the text. Regarding **research**, few secondary sources pertaining to the topic have been consulted; proper citation may or may not have been used.

Below 50 (Unacceptable, F)

The **writing** demonstrates a failure to comprehend the topic. Written material is disorganized and unintelligible. The work clearly does not meet the minimal requirements of the assignment. Regarding **research**, secondary sources pertaining to the topic have not been consulted and proper citation has not been used.

Medical Policy

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. For UWO Policy on Accommodation for Medical Illness: <http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>[downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading].

STUDENT SERVICES

There are many organizations and offices on campus designed to assist students with the challenges of university. Please see the web site for a description of the full array of services: http://communications.uwo.ca/western/current_studservices.html. Learning Skills Services, for example, offers one-on-one assistance with academic issues. See <http://www.sdc.uwo.ca/learning/> for details.

Mental Health

“Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.”

Religious Accommodation:

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

STUDENT CONDUCT:

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety and property of all members of the University community and are expected to act in a responsible manner with the University and the community at large. https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf

ATTENDANCE:

Under university regulations, if someone misses more than 15% of their classes (15% is equivalent to missing 8 hours of Lecture and/or Studio Lab, due to absence or lateness, or a

combination of both, per semester) without written corroboration for health or bereavement, students can be debarred from participation in final evaluations and/or assignments.

Note that if a student is consistently absent from a 3-hour class for 1 hour, they will exceed the 15% cutoff and be debarred; assignments may stop being accepted and such assignments will receive a mark of 0 (zero).

PLAGARISM:

Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own,” will not be tolerated. (Citation excerpted from Black’s Law Dictionary, 1999, 7th ed., p. 1170). This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western’s Academic Calendar.

SCHOLASTIC OFFENCES:

- Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offense at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf
- [Every Studio Lab and Sketchbook Assignment must be created specifically for the assignment, following the objectives. Previously created artwork cannot be submitted to SA 1601 for assessment and such a submission could be considered a Scholastic Offense and/or Plagiarism.](#)
- With the onset of Google Image Reverse Search, it is very easy for Prof. Johnson to search any Assignment online as to whether you have created the assignment yourself.
- There are instances in SA 1601 when you might need to ask for a “studio assistant” to help with a technical issue, such as taking photos while you are posing in the shot for your Animated GIF. However, it is expected that all other Studio Lab and Sketchbook Assignments are created individually by the student-artist without any further assistance. If such assistance is given, without consultation with Prof. Johnson, **THESE ASSIGNMENTS WILL RECEIVE A GRADE OF ZERO (0)** and could be considered a Scholastic Offense. If you have any questions about this, please ask Prof. Johnson.
- If you have any questions regarding any assignment, please consult with Prof. Johnson. I am always happy to clarify any questions, concerns and to offer advice before an assignment is due.
- **Purchasing Artwork to submit for Studio Lab and Sketchbook Assignments or seeking assistance from outside sources or other individuals to create your Assignments will result in a grade of zero (0) and could be considered a possible Scholastic Offense.**

- Similar Sketchbook Submissions, for any of the Sketchbook Assignments, which are created by two or more students in the course collaborating rather than working individually, will be assigned a grade of zero (0).

ACADEMIC SANCTIONS:

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169

Additional Course Material Request Policy

For online courses the material may be presented in a variety of ways at the instructor's discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western's Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

Normal Building Access (September 1st to April 30th) (Subject to change):

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

Electronic Devices:

During Lectures and Tutorials: Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

Permission re: Promotion:

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, Flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

Artwork Installation Liability Release:

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western University does not provide insurance for the artwork on exhibition. If you wish to insure artwork, it is your responsibility to do so.

Removal:

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

Support Services:

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- <http://www.sdc.uwo.ca/>
2. Student Health -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>
5. Mental Health -- https://uwo.ca/health/mental_wellbeing/

Health and Wellness:

Western offers a variety of counselling services and several mental health resources for students. If you or a friend are feeling overwhelmed, confused or unsure of your mental health state, please don't ignore it. There are steps you can take to help yourself or help others. Western provides

several on-campus health-related services to help engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

If you are in emotional or mental distress should refer to Mental Health Support at Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Gender Neutral Bathrooms:

There are two gender neutral bathrooms in the JLVAC. One is located in the Artlab and is open only during Artlab hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is the full list of inclusive washrooms at UWO:

http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf.

Please contact the Media Lab Technician, Jennifer Slauenwhite (jslauen@uwo.ca), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.