

EXPERIENTIAL LEARNING IN ART HISTORY ARTH 386 (3-6 Credits)

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The location of the University between Washington and Baltimore gives our students the opportunity to use some of the finest museums and archival collections in the world for their coursework, independent research, and internships. Students are encouraged to supplement their art historical and archaeological studies by applying to internships at local museums and galleries. If they so choose, students may receive academic credit for approved internships through ARTH 386. This course provides structure to the on-site internship through reflection papers and the construction of a portfolio of work; it also contributes to professional development, as students refine their résumés and attend a career workshop over the course of the semester.

The Department is pleased to support internships in diverse areas of art historical and museological work, including but limited to curating, conservation, appraisal, education, communications, and development. All students who obtain an approved internship in the field will be able to enroll in ARTH 386 if desired; an appropriate faculty advisor will be selected in consultation with the Director of Undergraduate Studies.

Course Objectives

- Gain valuable career related or other workplace experience under professional guidance and supervision
- Have opportunities to utilize ideas, theories, and techniques learned in college courses
- Develop or enhance reflective writing skills through a process of writing and revising in a “real-world” environment

Learning Outcomes

Students who successfully complete this course for Scholarship in Practice credit will be able to:

- 1) Select and critically evaluate areas of scholarship relevant to the practice of Art History and Archaeology
- 2) Apply relevant methods and frameworks to the planning, modeling, and/or preparing necessary to produce a project or participate in the practice in a manner that is authentic to Art History & Archaeology
- 3) Critique, revise, and refine a project, or the practice of Art History & Archaeology, according to the authentic manner of the discipline
- 4) Effectively communicate the application of scholarship through ancillary material (written, oral, and/or visual)

Course Requirements

- 1) Internship
- 2) Professionalism
- 3) Time and activity logs
- 4) Two reflection papers
- 5) Résumé assignment
- 6) Midterm meeting (Professor McEwen)
- 7) Career workshop
- 8) Teamwork/collaboration site assessment
- 9) Interview assignment
- 10) Professional portfolio based on the internship experience

The grade for this class will be determined by the student's performance in each of these areas as well as by final evaluations submitted by the site supervisor(s).

The internship requires that students:

- Comply with all rules, regulations, and policies of the internship site/organization
- Perform to the best of their ability the tasks assigned by both the faculty and site supervisor(s)
- Complete course assignments and internship duties according to the due dates

** Please note that student interns cannot work more than 8.5 hours per day except in unusual circumstances*

Grading

20%	Two Reflection Papers (weighted equally)
20%	Final Project Portfolio
10%	Time and Activity Logs
10%	Interview Assignment
10%	Career Workshop
5%	Résumé Assignment
5%	Teamwork/Collaboration Site Assessment
5%	Midterm Meeting
5%	Professionalism
10%	Final Supervisor Evaluation

Communication

Faculty use email to convey important information. Students are responsible for keeping their email address up to date and must ensure that forwarding to another address functions properly. Failure to check email, errors in forwarding, and returned email are the responsibility of the student and do not constitute an excuse for missing announcements or deadlines. As this course is mostly managed through ELMS, it is imperative that students adjust the site settings so that they receive email and other information regularly.

Emergency Protocol

In the event of official university schedule adjustments (e.g., closings or delays due to inclement weather or campus emergency), please reach out to Professor McEwen and to your site supervisor(s). We will advise on adjustments to scheduled hours and work. Please err on the side of caution in the event of any risk or danger.

Course Evaluations

Please evaluate the course online at www.courseevalum.umd.edu/. These evaluations are helpful to faculty and to future students alike.

Course Procedures and Policies

NB: A full list of course-related policies and relevant links to resources may be found at: <http://www.ugst.umd.edu/courserelatedpolicies.html>

Attendance and Absences: Students are expected to attend classes regularly. Consistent attendance offers students the most effective opportunity to gain command of course concepts and materials. Events that justify an excused absence include: religious observances; mandatory military obligation; illness of the student or illness of an immediate family member; participation in university activities at the request of university authorities; and compelling circumstances beyond the student's control (e.g., death in the family, required court appearance). Absences stemming from work duties other than military obligation (e.g., unexpected changes in shift assignments) and traffic/transit problems do not typically qualify for excused absence.

Students claiming an excused absence must notify the course instructor in a timely manner and provide appropriate documentation. The notification should be provided either prior to the absence or as soon afterwards as possible. In the case of religious observances, athletic events, and planned absences known at the beginning of the semester, the student must inform the instructor during the schedule adjustment period. All other absences must be reported as soon as is practical. The student must provide appropriate documentation of the absence. The documentation must be provided in writing to the instructor by the means specified in this syllabus.

The full university attendance/absence policy can be found here: <http://www.ugst.umd.edu/courserelatedpolicies.html>

Academic integrity: The UMD Honor Code prohibits students from cheating on exams, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, submitting fraudulent documents and forging signatures. On every examination, paper or other academic exercise not exempted by the instructor, students must write by hand and sign the following pledge:

I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment).

Allegations of academic dishonesty will be reported directly to the Student Honor Council:
<http://www.shc.umd.edu>

Students who engage in academic dishonesty in this course will receive no points for the assignment in question and will be immediately reported to the Honor Council and Office of Judicial Programs for further action. There will be no warnings. Remember, cheating, plagiarism or other types of fabrication are never worth it.” Definitions for plagiarism, fabrication, cheating, etc. can be found at: <http://www.ugst.umd.edu/courserelatedpolicies.html>

Disability Support: The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The University of Maryland provides reasonable accommodations to qualified individuals. Reasonable accommodations shall be made in a timely manner and on an individualized and flexible basis.

Discrimination against individuals on the grounds of disability is prohibited. The University also strictly prohibits retaliation against persons arising in connection with the assertion of rights under this Policy.

Accessibility & Disability Service (ADS) facilitates reasonable accommodations to qualified individuals. For assistance in obtaining an accommodation, contact Accessibility and Disability Service at [301.314.7682](tel:301.314.7682), or adsfrontdesk@umd.edu. More information is available from the [Counseling Center](#).

After receiving an Accommodations Letter from ADS, as a student you are expected to meet with each course instructor, in person, to provide them with a copy of the Accommodations Letter and to obtain their signature on the Acknowledgement of Student Request form. You and your instructors will discuss a plan for how the accommodations will be implemented throughout the semester for the course. Specific details regarding the implementation of certain ADS approved accommodations agreed upon between you as the student and the individual course instructor must be documented on an Acknowledgment of Student Request Addendum, signed by the instructor, and submitted to ADS. You as the student are responsible for submitting the signed original forms to ADS and retaining a copy of the signed Acknowledgment of Student Request for your records.

Copyright notice: Class lectures and other materials are copyrighted. They may not be reproduced for anything other than personal use without written permission from the instructor. Copyright infringements may be referred to the Office of Student Conduct.

Academic accommodations for students who experience sexual misconduct: **The Sexual Misconduct Policy** prohibits a broad range of behaviors including, but not limited to sexual harassment, sexual assault, stalking and dating and domestic violence. The Sexual Misconduct

Policy also prohibits retaliation against any individual who files a complaint or participates in an investigation under the Policy.

The Office of Civil Rights & Sexual Misconduct (OCRSM) responds to all complaints of sexual misconduct. To [file a complaint](#) go to OCRSM and under Reporting, complete the online sexual misconduct complaint form. For more information please contact OCRSM by phone at [301-405-1142](tel:301-405-1142), or email at titleixcoordinator@umd.edu

University Policy

[VI-1.60\(A\) University of Maryland Sexual Misconduct Policy & Procedures Summary of Sexual Misconduct Policy](#)

Resources

[Office of Civil Rights & Sexual Misconduct](#) For information about the University's compliance with Title IX as well as other federal and state civil rights laws and regulations.

[Office of Student Conduct](#)

Use *Anonymous Ask* for a safe, anonymous space to ask about the Code of Academic Integrity, the Code of Student Conduct, or any conduct-related questions through the Office's.

[Resident Life, Office of Rights & Responsibilities](#)

Confidential Resources A confidential resource keeps whatever information you share private. The resource provider will not share your information with others. CARE to Stop Violence, 24 hour call/text: 301-741-3442 Campus Chaplains, 301-405-8450 or 301-314-9866 University Counseling Center, 301-314-7651 University Mental Health Services 301- 314-8106.

Diversity: The University of Maryland values the diversity of its student body. Along with the University, I am committed to providing a classroom atmosphere that encourages the equitable participation of all students regardless of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. Potential devaluation of students in the classroom that can occur by reference to demeaning stereotypes of any group and/or overlooking the contributions of a particular group to the topic under discussion is inappropriate.

For information on elms, counseling, health, learning workshops, tutoring, writing help, student rights in undergrad courses, questions about graduation or add/drop/withdraw, please see <http://www.ugst.umd.edu/courserelatedpolicies.html>.

Assignments

Please note that late assignments will be marked down 10% per day (including weekends) unless prior notification has been made. It is the student intern's responsibility to ensure that all paperwork is submitted and received on time.

The assignments in this course are designed to contribute to your overall development as a para-professional through a variety of activities, each building upon the other. This is a course in which your academic work will reflect itself in the professional environment where you are interning and vice versa. You should be aware that this is not a "credit for work" experience, and you should be prepared for the rigors of an academic course while participating in the professional internship environment.

Professionalism

This course provides an invaluable opportunity to develop your professionalism. It involves the following areas:

- (1) All assignments (including timesheets) must be submitted on time and with the correct formatting. They should be proofread and free from grammatical/spelling errors.
- (2) Professional communication is expected. This means that students should use a formal style in emails for class and internship obligations. This includes using an appropriate subject heading, greeting, and sign-off as well as writing in complete sentences. Professor McEwen can advise on email etiquette, as needed.
- (3) Students must be on time for meetings and for the internship; punctuality is essential and expected.

Writing Assignment Guidelines

Paper must be typed and submitted through ELMS as a MS Word attachment on or before the due date. Please use 1" margins, 12-point type, and a standard font. Please cite sources, if used, in Chicago style. Spelling, grammar, and organization count. ***Please make sure to carefully proofread your work!***

Reflection Papers

These reflections are a direct way for students to focus on their professional development over the course of the term. The ability to explore that development from initiation to completion provides a valuable foundation for understanding how professionals develop through different experiences and the feedback process.

A. First Reflection Paper (4-5 pages + cover page)

- 1) Reflect upon and respond to the specific work environment, professional responsibilities, and your own role in the organization.
- 2) Think about previous work experiences/jobs, your classes at Maryland, and your internship. Be specific about the academic process and how you are adapting that knowledge and your classroom skills to the "real world" environment.

- 3) Explore how your internship experience is different than a “job.”
- 4) Consider the “best” and “worst” parts of the internship, what you would change if you were the supervisor, and what activities you “wish” you could do “more” and “less” often.
- 5) Finally, examine the feedback process at your internship. How is feedback given? How is it received? In what ways is it similar to/different from academic feedback that you receive in your classes?

B. Second Reflection Paper (4-5 pages + cover page)

This reflection should be based on your entire internship experience. Please respond to the following in thinking about the entirety of your experience:

- 1) Discuss the expectations you had of this internship when you chose it and whether those expectations have been met or changed as a result of the actual experience.
- 2) What impact will your internship experience have on your academic experience(s)? Consider the most important skills you developed and the most critical knowledge you gained during your internship. How might those skills manifest themselves back in the academic classroom?
- 3) What was the highlight of your internship?
- 4) Discuss a conflict or disappointment you experienced through your internship.
- 5) Honestly and objectively evaluate your work, performance, and contribution as an intern. What were your most important and least important contributions?
- 6) Assess your on-site supervision. How often did you interact with your supervisor? What benefits did you gain as a result of your supervision? On a scale of 1-5, with 5 being perfect, how would you rate the supervision given by your site supervisor? Explain your rating and give specific examples.
- 7) Evaluate the feedback you received over the course of your internship. How have you responded to feedback and constructive criticism? What methods were used to give you feedback? How does the feedback you received in your professional environment differ from/reflect the academic feedback you have received in your academic classrooms?
- 8) Would you recommend this internship to another UMD student? Why or why not? Please be specific about the pluses and minuses of your experience this semester.

Time and Activity Logs

The time and activity logs are designed to help you see where you start professionally in your internship and how you progress over the course of the semester as your experiences grow and change from week to week. If you find that you are doing too much work that is clerical in nature, you will work with Professor McEwen to ensure that you are engaging in appropriate activities for academic credit and developing valuable skills for the professional workplace.

Utilizing the provided internship time and activity log forms, you will submit electronic copies every two weeks once you begin your internship. Please carefully note the due dates and dates covered for each timesheet as late timesheets are marked down 10% per day for each timesheet missed and for each day they are late. These forms should be submitted through ELMS.

List the total number of hours worked each day in the internship as follows: 9/2, 3.5 hours. The timesheet will automatically total the hours for each period. Please use 15-minute increments.

In the space provided, please list your primary activities for the two-week period. Please provide a comprehensive description; simply writing “web analysis” for two weeks is insufficient.

Please note that students can only earn hours while working at an official or sponsored work site. Hours may not be earned remotely or by working from home. Students are not permitted to work in a private residence with a home office.

In order to receive the designated number of credits for the internship, the appropriate number of hours MUST be worked. Students will not be able to adjust the credit hours after the drop-add period. Students failing to work the correct number of hours will lose one letter grade per credit underworked. Please make sure you have calculated the actual number of hours you plan to work PRIOR to registering for the course. In case of inclement weather or illness, please contact Professor McEwen to discuss accommodations.

Please note that students are only given credit for not working on University-observed holidays (Labor Day, Thanksgiving, etc.) or when the University is closed/delayed for inclement weather. Student interns are not given credit for non-approved holidays or vacations (Veteran’s Day, Columbus Day, spring break, teacher in-service days, etc.). Student interns are solely responsible for ensuring that they are able to complete their correct hours prior to the end of classes each semester.

3 credit internship: 135 hours on site
4 credit internship: 180 hours on site

5 credit internship: 225 hours on site
6 credit internship: 270 hours on site

“Hours on site” do not include commuting time.

Career Workshop

ARHU has worked with the Career Center to design a special series of workshops intended for ARHU majors. You may attend one of the ARHU Career Events, participate in an ARHU-sponsored Career Shuttle or Intern-for-a-Day event, or attend one of the Industry Networking Series events (hosted by the Career Center). Other options will be announced via email. Please note that the session selected must be relevant to ARTH majors.

After attending the session, please write a 1-2-page response about what you learned, whether or not the session was helpful, etc. The deadline for this response is one week after the session. If you are unable to attend one of the scheduled sessions, please speak with Professor McEwen to make an appropriate substitution.

Interview Assignment

1. Create an account at <https://umd-collegepark.interviewstream.com>
2. Click the box to “Conduct an Interview” and then click “Created for Me” to look for the “ARTH386: McEwen” interview set. Click it to begin.
3. After you complete the interview, watch it and fill out the self-assessment form (located beneath the video window).
4. Feedback from the University Career Center @ ARHU will be posted to your interview within 7 business days.
5. If you have any questions about Interview Stream, please email Kate Juhl at kjuhl@umd.edu.

Résumé Assignment

Students are required to submit a professional resume for review at midterm. Please send through ELMS. Once received and reviewed by Professor McEwen, students may be advised to schedule a meeting with the Department’s Writing and Research Advisor (alternatively, with the ARHU Career Center). Revised résumés are to be included in the final portfolio.

Teamwork/Collaboration Site Assessment

One of the most important parts of any professional development experience is understanding how people work together within an organization. You will receive a grid at your midterm meeting (also posted to ELMS) that you will need to complete by the end of the semester in which you reflect on the team process, team accountability and team climate/culture for the organization at which you are interning.

Final Project Portfolio

- (1) A portfolio containing a discussion about/examples/samples of work produced during the internship that reflect at least five different areas in which you are gaining experience. While this can include press releases, project designs, video productions, etc., it should also reflect the overall experience in some way and include a substantive discussion of how the experiences you had are transferrable to future positions. Each work sample provided needs a 1-2 paragraph explanation that provides a context for the sample. Please contact Professor McEwen if you are not sure what to include in your portfolio.

Consider this project not as a traditional class assignment, but as a professional tool to be shown to potential employers.

Note: The portfolio should include examples of tangible work products that you produced in your internship that received feedback and that you then needed to revise or rewrite. You will need to include the original draft, a copy of the feedback you received, and your revisions. It is a critical component of Scholarship in Practice that

students be able to demonstrate authentic examples of work produced as a part of their learning process which received feedback

- (2) An updated resume, reflecting changes suggested by Professor McEwen and the ARHU Career Center.

Upon submission of the final portfolio through ELMS, Professor McEwen will review and send suggestions for revision. Students will have until the posted deadline to revise and resubmit their portfolios.

Supervisor Evaluations

Your site supervisor must complete and submit a Final Intern Evaluation. Professor McEwen will email this evaluation directly; please inform her ahead of time if your supervisor changes during the time of the internship.