

**College of San Mateo  
Official Course Outline**

**1. COURSE ID:** ART 420    **TITLE:** Art Internship

**Units:** 1.0 units    **Hours/Semester:** 16.0-18.0 Lecture hours

**Method of Grading:** Grade Option (Letter Grade or P/NP)

**Recommended Preparation:**

Eligibility for ENGL 838 or ENGL 848 or ESL 400.

**2. COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** CSU

**3. COURSE DESCRIPTIONS:**

**Catalog Description:**

Supervised practicum/internship for students interested in gaining professional experience in art management or educational careers. Students will volunteer forty-eight hours per semester for one unit of credit at a local school, art museum, gallery or non-profit organization. Two more Independent Study units may be earned if more hours are required to complete the internship.

**4. STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Research and approach an arts organization that will provide career experience.
2. Contact and apply to an arts organization using resume building skills and interview strategies.
3. Design with the Art Department Intern Coordinator and the Provider a customized internship that best uses the students' current skills and interests, while expanding upon them.
4. Apply concepts learned in class and college to job practices and procedures.
5. Evaluate and write a work journal, performance review and updated resume.
6. Request and assemble letters of recommendation and evaluations from the Provider and Art Department Intern Coordinator.

**5. SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Perform important job skills including career research, résumé design, interviewing and working in a professional environment.
2. Gain greater understanding of a specific art career through on-the-job experience.
3. Apply the principles and skills learned in the classroom to on-the-job practices and procedures.
4. Establish future employment opportunities with working professionals during the internship experience.
5. Earn recognition from the experience provider and letters of recommendation from both the provider, The College of San Mateo Art Department and any other clients that the intern has worked with.

**6. COURSE CONTENT:**

**Lecture Content:**

1. Orientation and overview of internship and working in a classroom, gallery, museum or arts non-profit organization.
2. Skill building lectures and assignments such as appropriate etiquette used in a business setting; including personal interactions, phone calls and emails.
3. Lectures and assignments around specific art organizational tasks, such as documentation, conservation, outreach, marketing, education and curating.
4. Lectures and assignments on resume and journal writing.

**Lab Content:**

Lab content is not applicable to this internship, since students will be earning course credit by volunteering off-site as part of the internship.

**7. REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Directed Study
- B. Activity
- C. Discussion

- D. Field Experience
- E. Individualized Instruction
- F. Observation and Demonstration
- G. Service Learning
- H. Work Experience
- I. Other (Specify): Instructional methods will include, but not be limited to the following: 1. Alignment of the art course content that the student is concurrently enrolled in at CSM with the specific requirements of the internship, to be determined by the Art Department intern coordinator, provider and intern. 2. Internship responsibilities in arts management can include cataloguing, maintaining and conserving the permanent collection, curating exhibitions, developing membership, docent training and management, educational program development, public relations and marketing and outreach. Internship opportunities for arts education include working with a credentialed teacher in a classroom and organizing and creating curriculum.

## 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

### Writing Assignments:

- A. Agreement form outlining the specific arts internship as agreed upon between the Art Department intern coordinator, provider and intern.
- B. Completion of a personal work journal that describes the daily assignments and insights gained from each task.
- C. Completion of a work summary paper that should be drawn from the journal entries and should include a self-critique of one's performance, a critique of the provider, with whom the intern worked, insights learned from the day-to-day work experience, a description of how this experience will affect future work as a student, and a description of how this experience will affect the student's future plans for a career.
- D. A resume, which has been updated to include the internship experience.
- E. A signed letter (on the company's letterhead) from the student's supervisor, which gives an evaluation of performance, and includes a transcribed copy of it as a part of the resume.
- F. Color copies (scans or prints) of the results of projects the student was involved with.
- G. Any curriculum developed as part of the arts education component of this internship.

### Reading Assignments:

Reading assignments to be determined specifically for each internship, as to be agreed upon between the intern, provider and Art Department intern coordinator.

### Other Outside Assignments:

Outside assignments to be determined specifically for each internship, as to be agreed upon between the intern, provider and Art Dept. intern coordinator.

## 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Performance
- C. Class Work
- D. Homework
- E. Papers
- F. Projects
- G. Research Projects
- H. Grading for the course will be based upon the following: 1. Meeting with the Art Department Internship Coordinator and Provider to customize the internship and write an agreement form = 10% 2. Completion, with documentation, of 32 hours of homework, which is volunteering at the specific art organization = 50% 3. Completion of a personal work journal = 10% 4. Completion of a work summary paper and resume = 20% 5. Completion and submission of two evaluations to the Art Department Internship Coordinator; a supervisor evaluation and a self-evaluation = 10%

## 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Hetland, L. Winner, E. Veenema, S. Sheridan, K., M.. *Studio Thinking 2: The Real Benefits of Visual Arts Education* , 2 ed. New York: Teachers College Press, 2013
- B. Meg Brindle (Editor), Constance Devereaux (Editor) . *The Arts Management Handbook: New Directions for Students and Practitioners* , 2nd ed. Armonk, NY: M E Sharpe Inc, 2014

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**Course Originator:** Rebecca Alex