

ARTS 4000: Advanced Arts Internship

Faculty of Arts

September to April, 2019-2020

University of New Brunswick, Fredericton

Course Overview:

UNB Fredericton's Faculty of Arts Internship program places undergraduate Arts students in internships with local non-profit organizations, agencies, non-governmental organizations, businesses, and other community partners. This Advanced Arts Internship is designed as an upper-level, 6 credit hour internship opportunity that combines full time employment with the completion of a major project related to the ongoing work of the community partner hosting the student. Interested students should apply as they begin their upper level coursework (ideally at the beginning of their third or fourth year of study). Previous experiential education is required.

Internships are supervised by a team, organized through the Office of the Dean of Arts. The Dean's office staff coordinates the Faculty of Arts Internship, while onsite supervisors mentor students on the job, and faculty members supervise the academic projects of student interns.

For more information, please email artsinternship@unb.ca or visit our website: <http://www.unb.ca/fredericton/arts/internship>

General Internship Responsibilities:

Interns:

- Engage in part-time work onsite for at least 20 weeks, on a schedule determined in consultation with the onsite supervisor
- Track your work throughout the internship placement. Use site-specific tools or the template provided (see log sheet).
- Complete training, including reading and related materials, as assigned by your onsite supervisor and/or faculty supervisor
- Complete tasks as assigned by your onsite supervisor, working through the skills checklist described below
- Complete major assignments described below
- Set up and attend at least one meeting with your faculty supervisor per term to discuss progress, experiences, and your final project (normally, students will meet three times per term with their faculty supervisor)
- Participate in three group discussion sessions per term with other interns organized by the Office of the Dean of Arts (see schedule below in the timeline)

Onsite Supervisors:

- Supervise and mentor interns onsite each week
- Provide training and related readings as required, in addition to assigning weekly tasks
- Complete a final progress report assessing the quality of the intern's overall work, as well as their major accomplishments (a template will be provided to you by the internship coordinators)

Faculty Supervisors:

- Meet with assigned student interns at least once per term (three meetings are more typical)
- Assign readings, if appropriate

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- Review, grade, and provide feedback on major project proposal and major project (described below)
- Communicate with the intern, coordinators, and onsite supervisor throughout the term as needed. Check in with the onsite supervisor at least once after the launch (coordinators will send a reminder).

Coordinator(s) – Office of the Dean of Arts

- Receive and review Arts 4000 applications from students, interview applicants and assist with placement in internship positions
- Schedule and hold group discussions throughout the term to support student learning
- Assist the faculty supervisors and onsite supervisors mentoring the student as needed
- Track progress through monthly journals (described below)
- Communicate with interns, faculty and onsite supervisors throughout the term
- Evaluate other assignments associated with the internship course

Student Assignments and Assessment:

The academic portion of the internship helps you to reflect on and identify your relevant skills and how they can be applied in the workplace. To support this, the academic portion of the internship has the following components:

1. Organizational contributions (journals and skills checklists) that provide you with opportunities to reflect on your internship over the course of the term. They also offer a means to catalogue the advancement of relevant skills during your placement.

The skills & competencies table (attached) highlights some common skills that Arts students bring forward from their training; to this you can add a list of skills specific to your field of study and/or specific placement. Your mentorship team (faculty supervisor, the internship coordinators, and the onsite supervisor) will guide you through the process of identifying specific field/work placement skills.

2. Application of academic skills to workplace project(s):

There are a variety of major projects you can do at your internship placement, such as website design, conference/event organization, or a major research and writing project, among others. We would like you to document, and also to reflect on how this work utilizes previous skills and strengths and contributes to skill development and growth as a professional.

Assignments

Monthly journal entries (see due dates in course timeline):

Journal entries prompt you to reflect deeply on your internship experience and its relationship to your academic interests, longer term career goals, professional development, and personal growth. We have provided specific questions to frame each monthly entry and help prompt your reflection. You will also identify and reflect on your progression through the skills checklist. Each journal entry should be 500 words in length. Submit your journal entries and updated skills checklists in the format requested by the coordinators (to be confirmed at the beginning of fall term).

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Skills Checklists (Reviewed, updated and submitted with each journal entry)

Update the skills checklist associated with your advanced internship placement. Please submit the skills checklist with your regular journal entries.

Participation in group discussion sessions

Discussions will occur three times per term. Sessions will focus on sharing experiences, planning for upcoming assignments, and exploring skills development related to your placements with other interns. See timeline for schedule of group discussions.

Major project proposal (due Nov 1st, 2019):

In 1000 words, outline your major project work for the course of the internship. The proposal should be written in consultation with your faculty and onsite supervisors. The major project can be one single major piece of work or a thematic/discipline specific analysis of a series of smaller but related tasks. The proposal should include:

- background on the organization you are placed with and how this major project work benefits them and/or relates to their mandate;
- the goal of the overall project or a research question to be answered;
- a description of the research methods or approach you intend to use (e.g., data collection, literature review);
- an explanation of the expected outcomes (e.g., a final research paper, a tool that your onsite supervisor will use at their organization to solve a problem that they have, a contribution to the knowledge base of your organization, a feature event or events for your organization);
- 2-3 sources you will use to provide context to your project and a short description of the sources and how they will be used; and
- an indication on format in which you will present your final project (see the report description, below).

Major project report (due in April 2020):

This report is meant to accomplish two tasks: to offer a reflection on your project work; and to situate your work into a broader research project related to the mandate of the organization that hosted you. There are two options for presenting your work and we encourage you to consider which will enable you to progress in your skills the most.

Option 1: Extended report

- Present the major project in regular essay format in 15 double-spaced pages.
- The report should introduce your work, describe the methods, materials, and stages of your project work, and discuss findings or outcomes associated with your research project and their implications.

Option 2: Presentation and brief report

- The presentation should introduce your work, describe the methods, materials, and stages of your project work, and discuss findings or outcomes associated with your project and their implications.
- The presentation may be conducted as a conference presentation, seminar, workshop or another format decided in consultation with the faculty supervisor.
- The brief report (approx. 5 pages in length) should effectively summarize the

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contents of the presentation and offer some general reflections on the internship experience. The use of powerpoint and visuals should be determined in consultation with your faculty supervisor and be consistent with the focus of your placement.

Please consult with your faculty supervisor about how you plan to present your final report.

If you choose option 2, you should coordinate the date and location of your presentation with the coordinator, your faculty supervisor, and your onsite supervisor. Other guests may also be invited to attend the final presentation.

Grade distribution:

• Professionalism and time management (assessed by on-site supervisor)	25%
• Journals, checklist, and participation in group discussions	35%
• Proposal and corresponding meeting with faculty supervisor	10%
• Major project report (extended report or presentation with brief report)	30%
TOTAL	100%

Note: University's regulations regarding plagiarism are found online at <https://www.unb.ca/academics/calendar/undergraduate/current/regulations/universitywideacademicregulations/viii-academicoffences/index.html>

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Course Timeline

Mid-August – Sept 13 Launch

Student meets with faculty and onsite supervisors and internship coordinators to discuss placement and project.

Sept 25th – First group discussion

Exact time and location to be determined by coordinator(s).

Sept 30th – First journal due

Questions to address in your first entry:

1. What relationships are you developing?
2. How are you getting to know your colleagues?
3. How would you describe the space and place in which you work?

Oct 30th – Second group discussion

Exact time and location to be determined by coordinator(s).

Nov 1st – Proposal due

Nov 4th – Second journal due

Questions to address in your second entry:

1. What challenges/opportunities exist at your workplace?
2. What challenges are you facing at your internship and how might you overcome them?

Nov 27th – Third group discussion

Exact time and location to be determined by coordinator(s).

Dec 2nd – Third journal due

Questions to address in your third entry:

1. What academic skills did you bring to your work?
2. What skills have you gained that relate to your academics and/or future goals?

Jan 29th – Fourth group discussion

Exact time and location to be determined by coordinator(s).

Jan 31st – Fourth journal due

Questions to address in your fourth entry:

1. Does your internship experience align with your expectations?
2. What challenges have you faced and how have you overcome them?
3. What are your goals for the remainder of your placement?

Feb 26th – Fifth group discussion

Exact time and location to be determined by coordinator(s).

Feb 28th – Fifth journal due

Questions to address in your fifth entry:

1. How are your contributions fitting into the mandate of your organization?
2. Have you met goals you set in the beginning? Has your project/placement work changed direction?

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Mar 25th – Sixth & final group discussion

Exact time and location to be determined by coordinator(s).

Mar 31st – Sixth & final journal due

Questions to address in your final entry:

1. Offer a retrospective of your placement. What are the main skills you've gained? Challenges you've overcome? Goals you've met? Etc.
2. How has your placement experience affected your future goals?

April 1st to 15th - Final projects due; final presentations take place