

ARTS 4000: Advanced Arts Internship

Faculty of Arts
Summer 2019

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.

During the summer 2019 semester, 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 fulltime work onsite for at least 12 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 to discuss progress and experiences (normally, students will meet three times per term with their faculty supervisor)
- Participate with other interns in three group discussion sessions per term organized by the Office of the Dean of Arts (see schedule below in the timeline)

Onsite Supervisors:

- Supervise and mentor interns onsite each week
- Periodically review and sign off on the skills checklist, developed in consultation with the intern, the faculty supervisor and the internship coordinators
- 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)

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Faculty Supervisors:

- Meet with assigned student interns at least once per term (three meetings are more typical).
- Assign readings, if appropriate.
- Review, grade, and provide feedback on major project proposal and major report (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 the 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

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 checklist) that offer you a basis by which you can look back and reflect on your internship over the course of the term and offer a means to catalogue the advancement of relevant skills in the workplace.

The generic checklist (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):

- a. Communications**
- b. Research**
- c. Organization and planning**
- d. Other**

There are a variety of major projects you can do at your internship placement (from website design, to conference/event organization, to a major research and writing project) and 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.

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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 500-750 words in length. Submit your journal entries and updated skills checklists electronically through D2L.

Checklist (Reviewed and updated periodically over the term)

On a periodic basis (we recommend once monthly around the time you are preparing your journal entries) update the skills checklist associated with your advanced internship placement. Please post the updated checklists to D2L.

Participation in group discussion sessions

Beginning of Term – Orientation

Mid-term – Proposal Workshop

Term Completion – Wrap up, Reflection and Review

Major project proposal (due June 14th):

In 2 pages (1000 words or so), outline your project work for the course of the internship, written in consultation with your faculty and onsite supervisors. The major project can be one single major piece of work or 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;
- 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 end of term):

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 no more than 15 double-

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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) should effectively summarize the contents of the presentation. 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.

Grade distribution:

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

TOTAL 100%

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Course Timeline

Mid-April – May 1st Launch

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

May 23rd – First group discussion

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

May 31st – 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?
4. Does your internship experience align with your expectations?

End of May to mid-June - Mid-point check-in and proposal assignment

June 14th – Proposal due

June 20th – Second group discussion

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

June 30th – Second journal due

Questions to address in your second entry:

1. How are your contributions fitting into the mandate of your organization?
2. What challenges/opportunities exist at your workplace?
3. What challenges are you facing at your internship and how might you overcome them?

July 25th – Third group discussion

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

Mid-July – Aug 1st - Final project consultation

Consult with your faculty supervisor about the progress of your final project.

July 31st – 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?
3. What challenges have you faced and how have you overcome them?

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

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SKILLS CHECKLIST – INSTRUCTIONS

Using the attached list of skills, prepare a list of skills you have used in your internship and skills you plan to develop over the duration of your placement. These can be broad or specific.

Example:

- I plan to develop my public speaking skills through presentations given to the board of my organization. (*broad*)
- I have learned to use new Google analytics tools to evaluate the performance of my organizations web content. (*specific*)