

UNIVERSITY OF WISCONSIN– STEVENS POINT ARTS MANAGEMENT PROGRAM
DIVISION OF COMMUNICATION
ARTM 280, Fall 2019

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Course Objectives

Upon completion of this course, the student should be able to:

- Set realistic goals that can be accomplished within a specific time frame
- Work cooperatively in a positive manner with the personnel of the organization hosting the internship
- Acquire arts management skills in an organizational environment

Internship Requirements

Students are responsible for identifying and obtaining their own internship. Before starting an internship, a student must receive approval from the faculty member who oversees ARTM 280 and ARTM 380. In order to be granted approval, the student needs to complete a **Learning Contract**, which describes the internship's activities, the organization that will be hosting it, and the contact information of the on-site supervisor. Students must work a minimum of **80 hours** during the internship. These hours may be spread out over time. For example, a student could work five hours per week over an entire semester, or they could work 20 hours per week over four weeks.

Reporting and Grading

Once the internship is over, the student and their on-site supervisor are required to meet and discuss the student's performance. Students will provide an evaluation form to the on-site supervisor and fill out their own evaluation. The forms are available through the Division of Communication website:

<https://www.uwsp.edu/comm/Pages/artmInternship.aspx>

Students will be given a passing grade as long as they have worked the required hours, completed their work in a reasonable manner as assessed by their on-site supervisor, gathered the required evaluation forms and turned them in to the Division of Communication's Internship Director during the last week of the semester. **NO EXCEPTIONS!** Those who do not meet these requirements will receive a failing grade.

Deadlines

Evaluation forms are due: Monday, December 16, 2019