

**Arts Management 480/485****Externship****FALL 2016****Instructor:** Jim O'Connell**E-mail:** joconnel@uwsp.edu (preferred method of contact)**Cellphone:** 715-212-2759 (call or text)**Skype ID:** jimwisconsin**LEARNING OUTCOMES**

Upon completion of this course, you should be able to:

- Communicate effectively with your academic supervisor, on-site supervisors, co-workers and the externship organization's customers and patrons.
- Perform business or communication tasks in an arts setting.
- Describe the culture of your organization.
- Identify the skills and information that you learned and will bring to a future job.
- Network effectively with professionals in the arts and arts management-related fields.

**ASSIGNMENT DESCRIPTIONS****DISCUSSION POSTS**

You will post in D2L a 3-5 sentence reflection about each week's topic.

**The deadline for each week is Sunday at 11:59 P.M. Central Time.** *(If you are in a different time zone, it is your responsibility to translate that to the correct time where you are based. You might want a multi-clock app on your phone!)*

One of the goals of this exercise is to establish a supportive community among you as you engage in the Externship together; therefore, I expect you to read and respond to one-another's posts. That does not necessarily mean that you must comment on every post/every time, but being part of the community means being part of the conversation. Each discussion will be active a week before the deadline and remain active throughout the course so that you can review/comment on earlier posts. I will throw out your lowest score when calculating your grade for this portion of class.

1. Describe your living accommodation	SEPTEMBER 25
2. Describe your work environment	OCTOBER 2
3. Introduce us to your on-site supervisor	OCTOBER 9
4. Describe how you fit into the organization	OCTOBER 16
5. Describe an interaction with a co-worker	OCTOBER 23
6. Describe how you've learned to ask for information	OCTOBER 30
7. Describe how you network in and around your organization	NOVEMBER 6
8. Describe the role of the arts in your community	NOVEMBER 13
9. Describe how you have learned to manage your time	NOVEMBER 20
10. Describe some of the skills you've learned	DECEMBER 4

**CHECK-IN**

As much as I'd like to travel to each site to check in on your progress, I will need to Skype with at least some of you. Therefore, **sometime between OCTOBER 1 and 15**, please contact me via e-mail to schedule a visit or a Skype progress report call, which will be conducted **sometime between October 15 and November 15**. You will need to know what time it is there vs. here when doing so. You will want to be somewhere private for the call. Obviously, if you do not have a Skype account, you will need to sign up for one prior to that call. Likewise, if I am unable to visit physically, you and I will arrange for me to have a telephone conversation with your supervisor during the same time period.

**FINAL PORTFOLIO**

To reflect on your experience you will prepare an e-portfolio using D2L and following instructions posted in the content area of the class D2L site. **Your final portfolio is due by 11:59 P.M. on Sunday, December 18.** The portfolio will gather the following documents:

*1. Evaluation forms*

On D2L you will find two evaluation forms: a supervisor evaluation form and a student evaluation form. Near the end of your externship, you should ask your on-site supervisor to evaluate your performance by completing their evaluation form and at the same time you should complete your evaluation form. Afterwards, you will schedule an exit meeting with your on-site supervisor to review how the two of you have perceived your externship experience.

*2. Work log*

You will need to keep track of the hours you work. It will be easiest if you complete a log following the format below. A form is provided in the Content area of the D2L site for your convenience.

Date	Day	Time Frame	Hours	Type of Work
September 10	Thursday	10:30 a.m.-9:30 p.m.	11	Marketing
September 11	Friday	12:00 p.m.-4:00 p.m.	4	Event Host/Photography

*3. Work samples*

During your externship, you should be collecting work samples from any projects in which you are involved. These work samples might include press releases, brochures, posters, public service announcements, schedules, newsletters, databases, gallery displays, etc. I encourage you to upload each sample into your ePortfolio storage space as you produce it. That way, you'll know they're all in one place.

*4. Photographs*

Within your portfolio you will need to turn in a minimum of two photographs. One must show you with your coworkers and another must show you in your work location. Other photographs are optional but encouraged.

*5. Reflection*

You will need to write a 2-3 page reflection paper about your experience and post it into your final ePortfolio presentation. Reflection prompts can be found in the Content area of our D2L site.

**GRADING**

Your grade for the course will be determined using the following criteria:

1. Completeness of work;
2. Meeting deadlines;
3. Meaningful participation in the online (D2L) community (i.e. discussion posts);
4. Professionalism displayed in graded work, especially the final portfolio; and
5. Ability to synthesize on-site experience with classroom experience.