

Arts Management 480**Externship****Summer 2015**

Instructor: Jim O'Connell

E-mail: James.O'Connell@uwsp.edu (preferred method of contact) **Cellphone:** 715-212-2759

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.

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.** The discussion will be active for a total to two weeks, a week before and a week after the deadline. *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!* I will throw out your lowest score when calculating your grade for this portion of class.

1. Describe your living accommodation	June 21
2. Describe your work environment	June 28
3. Introduce me to your on-site supervisor	July 5
4. Describe how you fit into the organization	July 12
5. Describe an interaction with a co-worker	July 19
6. Describe how you've learned to ask for information	July 26
7. Describe how you network in and around your organization	August 2
8. Describe the role of the arts in your community	August 9
9. Describe how you have learned to manage your time	August 16
10. Describe some of the skills you've learned	August 23

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 June 28 and July 9**, you will need to contact me via e-mail to schedule a visit or a Skype progress report call, which will be conducted **between July 12 and July 26**.

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.

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, August 30, unless you make other arrangements with me.** 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
February 16	Thursday	10:30 a.m.-9:30 p.m.	11	Marketing
February 17	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. Professionalism displayed in graded work, especially the final portfolio; and
4. Ability to synthesize on-site experience with classroom experience.