

The Ohio State University
Colleges of the Arts and Sciences Course Change Request

Art Education

Academic Unit
 Art Education

Art Education 889 – Internship in Arts Administration

Book 3 Listing (e.g., Portuguese)

Course Number

Summer Autumn Winter x Spring Year 2008

Proposed effective date: choose one quarter and put an "X" after it, and fill in the year. See the OAA curriculum manual for deadlines.

A. Course Offerings Bulletin Information. Follow instructions in the OAA curriculum manual. Before you fill out the "Present Course" information, be sure to check the latest edition of the *Course Offerings Bulletin* and subsequent Circulating Forms. You may find that the changes you need have already been made or that additional changes are needed. If the course offered is less than quarter or term, please also complete the Flexibly Scheduled/OffCampus/Workshop Request form.

COMPLETE ALL ITEMS THIS COLUMN

Present Course

1. Book 3 Listing: Art Education

2. Number: 889

3. Full Title: Internship in Arts Administration

4. 18-Char. Transcript Title:

5. Level and Credit Hours: G 4-16 hours

6. Description: supervised administration experience (25 words or less)
 Within a performing or visual arts agency/organization;
 Depending on the organization's needs, assignments may include grantwriting, fundraising, exhibition design, etc

7. Qtrs. Offered: SU,AU,WI,SP

8. Distribution of Contact Time: TBA
 (e.g., 3 cl, 1 3-hr lab)

9. Prerequisite(s): permission of instructor

10. Exclusion:
 (Not open to...)

11. Repeatable to a maximum of 16 credits.

12. Off-Campus Field Experience:

13. Cross-listed with: NA

14. Is this a GEC course? NO

15. Grade option (circle): Ltr S/U P
 If P graded, what is the last course in the series?

16. Is an honors version of this course available? Y N

- Is an Embedded Honors version of this course available? Y N

COMPLETE ONLY THOSE ITEMS THAT CHANGE

Changes Requested

1. Book 3 Listing: Art Education

2. 889.01

3. Internship in Arts management

4. Arts Mngmt Intern

5. G- 1-16 hours

6. Supervised professional experience within a performing arts, visual arts, literary arts, or museum/historical organization. Assignments may include fundraising, marketing, grantwriting, budgeting, communication and website maintenance, preparing materials for board meetings, etc.

7. Qtrs Offered

- 8.

- 9.

- 10.

- 11.

12. YES

- 13.

- 14.

15. S/U

- 16.

- 17.

B. General Information

1. Do you want the prerequisites enforced electronically (see the OAA manual for what can be enforced)?

2. Does this course currently satisfy any GEC requirement, if so indicate which category?
NO

3. What other units require this course? Have these changes been discussed with those units?
None

4. Have these changes been discussed with academic units that might have a jurisdictional interest in the subject matter? Attach relevant letters.

5. Is the request contingent upon other requests, if so, list the requests?
NO

6. Purpose of the proposed change. (If the proposed change affects the content of the course, attach a revised syllabus and course objectives and e-mail to ascurofc@osu.edu.)

7. Please list Majors/Minors affected by the proposed change. Attach revisions of all affected programs. This course is (check one):
 Required on major(s)/minor(s) A choice on major(s)/minors(s)
 An elective within major(s)/minor(s) A general elective

8. Describe any changes in library, equipment or other teaching aids needed as a result of the proposed change or if the proposed change involves budgetary adjustments, describe the method of funding.

Approval Process The signatures on the lines in ALL CAPS (e.g. ACADEMIC UNIT) are required.

1. Academic Unit Undergraduate Studies Committee Chair	Printed Name	Date
	Candace Stout	5/30/07
2. Academic Unit Graduate Studies Committee Chair	Printed Name	Date
	Patricia Stuhr	5/30/07
3. ACADEMIC UNIT CHAIR/DIRECTOR	Printed Name	Date
4. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 105 Brown Hall, 190 West 17 th Ave. or fax it to 588-5678. Attach the syllabus and any supporting documentation in an e-mail to ascurofc@osu.edu . The ASC Curriculum Office will forward the request to the appropriate committee.		
5. COLLEGE CURRICULUM COMMITTEE	Printed Name	Date
6. ARTS AND SCIENCES EXECUTIVE DEAN	Printed Name	Date
7. Graduate School (if appropriate)	Printed Name	Date
8. University Honors Center (if appropriate)	Printed Name	Date
9. Office of International Affairs (study tours only)	Printed Name	Date
10. ACADEMIC AFFAIRS	Printed Name	Date

College of the Arts
889.01 generic syllabus
1-16 credits
AU,WI,SP,SU

The Ohio State University
Graduate Program in Arts Policy
and Administration
Department of Art Education

Internship in Arts Management

Course Description: Supervised managerial experience within a performing arts, visual arts, literary arts, or museum/historical organization. Specific responsibilities and work assignments to be determined through mutual agreement between the student and the hosting organization with the approval of a faculty advisor. Assignments may include fundraising, marketing, grant-writing, budgeting, communication and website maintenance, preparing materials for board meetings, etc.

Course Objectives: The general goals and objectives are to provide students with field perspective on key administrative and managerial functions within arts organizations at first hand. Students will also take the opportunity to set up appointments to speak to other agency employees to gain an overall understanding on arts and cultural organizations operate. More specifically, the course follows the design of an independent study as it is created and evolves thru the interaction of the student, the organizational host, and the faculty advisor.

Course Requirements and Procedures: Student interns are prepared to provide services to the host institution for up ten hours per week. Specific duties and responsibilities are negotiated on the basis of agency needs and student qualifications and reflected in a mutually agreed upon job description. Interns are expected to exercise appropriate discretion, accuracy, team cooperation, communication skills, and business ethics in their conduct. At the end of the internship period, individual assessments of the experience will be submitted to the faculty advisor by both the host mentor and the student intern. Students should also provide copies of their work product.

Course Evaluation: The course is evaluated upon the goals and objectives determined at the outset. The course is graded as S/U.

Statement on Academic Integrity and Misconduct—

The values that underpin the concept of academic integrity go beyond simply not cheating or plagiarizing. Embracing these values mean that you are responsible for your own learning; you have an obligation to be honest with yourself and others; and you have the responsibility to treat other students, your professors, and internship hosts with respect and fairness.

Academic Misconduct, as defined by rule 3335-31-02 in the student code of conduct, involves “any activity which tends to compromise the academic integrity of the institution, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination.

- *Students with special needs/ Disability Services*

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.