

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

**Art Education**

Academic Unit

**Art Education 889.02**

Book 3 Listing (e.g., Portuguese)

**AE 889.02 – Art and Cultural Policy Internship**

Number Title

**Arts Policy Intern**

**G**

**1-16 hrs**

18-Character Title Abbreviation

Level

Credit Hours

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 the instructions in the OAA curriculum manual. If this is a course with decimal subdivisions, then use one New Course Request form for the generic information that will apply to all subdivisions; and use separate forms for each new decimal subdivision, including on each form the information that is unique to that subdivision. If the course offered is less than a quarter or a term, please complete the Flexibly Scheduled/Off Campus/Workshop Request form.

**Description (not to exceed 25 words):** Supervised experience within a government arts or cultural agency at any level—local, state, regional, national or international—or with an a trade or professional association engaged in arts advocacy. Assignments may include grants administration, background research on issues or program practices, constituency contact, activities in support of the preparation of public documents and reports, etc.

Quarter offered: **SU,AU,WI,SP**

Distribution of class time/contact hours: **TBA**

Quarter and contact/class time hours information should be omitted from Book 3 publication (yes or no):

Prerequisite(s): **Permission of Instructor**

Exclusion or limiting clause:

Repeatable to a maximum of   16   credit hours.

Cross-listed with:

Grade Option (Please check): Letter  S/U  Progress  What course is last in the series? \_\_\_\_\_

Honors Statement: Yes  No

GEC: Yes  No

Admission Condition

Off-Campus: Yes  No

EM: Yes  No

Course: Yes  No

Embedded Honors Statement: Yes  No

Other General Course Information:

(e.g. "Taught in English." "Credit does not count toward BSBA degree.")

**B. General Information**

Subject Code \_\_\_\_\_ Subsidy Level (V, G, T, B, M, D, or P) \_\_\_\_\_

If you have questions, please email Jed Dickhaut at [dickhaut.1@osu.edu](mailto:dickhaut.1@osu.edu).

1. Provide the rationale for proposing this course;

**In order to differentiate among different kinds of field experience, the Art Education department is adding new sub-Section numbers for each type of field experience which graduate students may pursue. Previously students registered for internship experience in arts and cultural policy under a general 889 course number that was titled "Internships in Arts Administration. Now arts and cultural policy intern experiences will carry the specific number of AE 889.02.**

2. Please list Majors/Minors affected by the creation of this new course: 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:

3. Indicate the nature of the program adjustments, new funding, and/or withdrawals that make possible the implementation of this new course.  
**This is not entirely a new course—but rather a distinctly labeled option within a previously general internship placement course. This will provide students with a more specific notation on their transcripts. Existing faculty will continue to supervise internships.**

4. Is the approval of this request contingent upon the approval of other course requests or curricular requests?  
 Yes  No  List: AE 889, AE 889.01, AE 889.03, AE 889.04

5. If this course is part of a sequence, list the number of the other course(s) in the sequence: \_\_\_\_\_

6. Expected section size: \_\_\_\_\_ Proposed number of sections per year: \_\_\_\_\_

7. Do you want prerequisites enforced electronically (see OAA manual for what can be enforced)? Yes  No

8. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (List units and attach letters and/or forms):  
 Not Applicable

9. **Attach a course syllabus that includes a topical outline of the course, student learning outcomes and/or course objectives, off-campus field experience, methods of evaluation, and other items as stated in the OAA curriculum manual and e-mail to [ascurofc@osu.edu](mailto:ascurofc@osu.edu).**

**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* Candace Stout 5/30/07

2. Academic Unit Graduate Studies Committee Chair Printed Name Date

*Patricia Stuhr* 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<sup>th</sup> Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to [ascurofc@osu.edu](mailto: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 Education (if appropriate) Printed Name Date

10. **ACADEMIC AFFAIRS** Printed Name Date

College of the Arts  
889.02 generic syllabus  
1-16 credits  
AU, WL, SP, SU

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

## Internship in Arts and Cultural Policy

**Course Description:** Supervised experience within a government arts or cultural agency at any level—local, state, regional, national or international—or with an a trade or professional association engaged in arts advocacy. Specific responsibilities and work experiences to be determined through mutual agreement between the student and the hosting organization with the approval of a faculty advisor. Assignments may include grants administration, background research on issues or program practices, constituency contact, activities in support of the preparation of public documents and reports, etc.

**Course Objectives:** The general goals and objectives are to provide students with field perspective on key arts and cultural policy issues and an opportunity to observe arts and cultural policy making processes and program administration procedures 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 how arts and cultural agencies or advocacy 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 public service ethics in their conduct. At the end of the internship period, individual assessments of the experience will be submitted by both the host mentor and the student intern to the faculty advisor. 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/>.