

UNIVERSITY OF WISCONSIN– STEVENS POINT ARTS MANAGEMENT PROGRAM  
DIVISION OF COMMUNICATION  
ARTM 280, Spring 2020

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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, May 11, 2020