

**COURSE SPECIFICATION DOCUMENT**

<b>Academic School/Department:</b>	Communications, Arts and Social Sciences
<b>Programme:</b>	MA in Visual Arts Management and Curating
<b>FHEQ Level:</b>	7
<b>Course Title:</b>	Internship
<b>Course Code:</b>	VAM 7902
<b>Course Leader:</b>	Nicola Mann
<b>Student Engagement Hours:</b>	250
Seminars:	0
Tutorials:	0
Independent / Guided Learning:	250
<b>Semester:</b>	SUMMER
<b>Credits:</b>	20 UK CATS credits 10 ECTS credits 4 US credits

**Course Description:**

A part-time work placement of approximately three months (depending on the requirements of the organization in question; a minimum of 9 weeks) within an organization to enable students to participate in graduate level experiential learning and so develop hands-on skills and professional experience which will prepare them for work in a range of arts and creative cultural industries. Placements are supervised, career-related work experiences combined with reflective, academic study that help students 'learn by doing'. During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student and the organization to ensure that the placement is a successful one.

**Pre-requisite:** MA Visual Arts Management and Curating students only. Students not taking the 4/20 credit internship may opt to take the 12/60 credit Extended Professional Research Project.

**Aims and Objectives:**

- To provide students with an opportunity to participate in graduate-level experiential learning
- To develop the hands-on skills needed for a particular professional environment
- To prepare students for work in a range of arts and creative cultural industries

- To reflect upon work experience and possible future career paths
- To consider the application of learned academic knowledge within a professional context
- To develop students' professional communication skills, including written and oral communication

### Programme Outcomes:

At the end of this course, the students will have achieved the following programme

outcomes: B6

A detailed list of the programme outcomes is found in the Programme Specification. This is maintained by Registry and located at: <https://www.richmond.ac.uk/programme-and-course-specifications/>

### Learning Outcomes:

- deploy the skills and experience required to work in the arts and creative cultural industries

### Indicative Content:

- critical reflection on the internship experience
- the range of career pathways possible within the art world
- hands-on skills within a specific sector of the arts and creative industries
- writing within a professional context
- verbal communication and presentation skills within a professional context
- how to approach the search for an internship

### Assessment:

This course conforms to the Richmond University Standard Assessment Norms approved at Academic Board.

Internship Assessment Norms				
FHEQ Level	Richmond/UK level	Normal number of items	Assessment Type	Total word count <i>or equivalent*</i>
LEVEL 7	R500/UK MA	2-3	Journal; professional development tasks and/or self- reflection tasks and/or portfolio	N/A

### Journal

Every student is required to keep a critically reflective journal. It should be used to record and examine reflections on activities, events, working styles and relationships in the

workplace. Issues of management, communication and the student's role in the workplace are all to be discussed.

The examination of this experience serves as a tool for deeper learning, as well as a record for later recollection and use. Interns are expected to 'take ownership' of their journals and adapt the questions to individual settings and experience. Sustained professional and personal comments, analysis and ideas are expected to be noted in this journal.

### Internship Reflection Oral Presentation

Drawing upon their internship experience and the information they have gained from working alongside work colleagues, students are asked to assess their own academic and professional path. Students are expected to prepare a professional presentation showing understanding of their host organizations and ability of critical analysis of the intern's place within the organization. The presentation should demonstrate excellent public speaking skills and use of audio visual material.

.....OR.....

### Work Colleague Profile and Reflection Piece

(for students undertaking the internship outside of the UK)

The student will interview a work colleague, ideally a mentor, and use this interview to assess their own academic and professional path. Interns are expected to conduct a professional, but natural, interview, showing ability of critical analysis of the interviewee's place within the organization. Then they will use this to reflect upon their own career decisions.

The following should apply to all internship courses:

- No exams
- Professional Learning Journals are required
- MA level assessment points will be driven by a greater presence of self-directed learning

### Teaching Methodology:

'Experiential Learning involves direct encounter with the phenomena or discipline being studied and the learning is achieved through reflection upon the everyday experiences' (Houle 1980).

The Internship program utilizes these ideas and assists student with the process of self-learning support by a faculty supervisor. Faculty supervision will be in a combination of meetings, correspondence through email, and assessment of written work.

### Bibliography:

Association of Art Historians (AAH). *Work Experience in the Visual Arts: An Insider Guide*. (London: AAH, 1999).  
 Baverstock, A. *How to Get a Job in a Museum or Art Gallery*. (London: A&C Black, 2010).  
 Clark, R. & P. Fehl *Career Opportunities in the Visual Arts*. (New York: Checkmark Books, 2006).  
 Thornton, S. *Seven Days in the Art World*. (New York: W. W. Norton and Co, 2009).

### Change Log for this CSD:

Major or Minor Change	Nature of Change	Date Approved & Approval Body (School or LTPC)	Change Actioned by Academic

?			Registry
