



Boston University Study Abroad London

Boston University Study Abroad
Arts & Art Administration Internship Seminar
Spring 2018

Instructor Information

A. Name	Helen Evenden
B. Days and Times	1 st seminar: Wednesday 14 th February 5.45-7:15PM 2 nd seminar: Tuesday 6 th March 2.30-4.00 PM 3 rd seminar: Wednesday 28 th March 2.30-4.00 PM 4 th seminar: Wednesday 18 th April 12-1.30 PM
Location	
C. BU Telephone	
D. Email	
E. Office hours	By appointment

Aims and Objectives

Aims: To provide a coherent, systematic and analytical interpretation of the Internship Programme. It is essential to combine academic coursework with the work experience. The two strategies, theoretical and professional, are complementary and necessary for successful completion of the internship.

The entire course will be academically directed as the work experience element requires academic assessment in order to gain university course credits.

Course assessment credits are based on the requirements set out below in the syllabus. Course scheduling permits the student to work during the Internship, whilst allowing contact hours for the seminar based sessions.

Objectives: To ground students in the working processes of the host organisation's culture whilst at the same time enabling an enhanced understanding of international professional practice. The Internship placement is therefore a component of a larger, integrated, academic experience, typically a four-credit course in a sixteen-credit semester.

ATTENDANCE POLICIES

Important note for students on the Internship Programme:

The rules governing Internship Programme students' UK visas are strict and require, as a condition of the student's presence in the United Kingdom, that the student participates fully in all classes and in the placement. If a student does not attend classes or his/her placement as required the student will be considered to be in breach of the visa and can be deported. As the sponsor of our students' visas, Boston University has the legal obligation to ensure that each student complies with visa requirements.

For that reason Boston University London Programmes requires full attendance in classes and placements. Any student who does not comply with this policy may be sent home from the

program at the discretion of the programme directors, and will result in a forfeit of credit and program costs for part or all of the semester.

Classes

All Boston University London Programme students are expected to attend each and every class session, seminar, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

Authorised Absence:

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness for more than one day. In this situation students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible). The Authorised Absence Approval Request Form is available from: <http://www.bu.edu/london/current-semester/>

Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence

Students may apply for an authorised absence only under the following circumstances:

- Illness (first day of sickness): If a student is too ill to attend class, the student must phone the BU London Student Affairs Office (who will in turn contact the student's lecturer).
- Illness (multiple days): If a student is missing more than one class day due to illness, the student must call into to the BU London Student Affairs Office each day the student is ill. Students must also provide the Student Affairs office with a completed Authorised Absence Approval Form and a sick note from a local doctor excusing their absence from class.
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

The Directors will only in the most extreme cases allow students to leave the programme early or for a significant break.

Unauthorised Absence:

Any student to miss a class due to an unauthorised absence will receive a 4% grade penalty to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

Work Placements

Attendance on the placement is mandatory. Students are not entitled to take time off from work, but are expected to be there every day for the four days per week at the time agreed with the placement supervisor. Placement supervisors complete time sheets each week on student attendance, which are then verified through EUSA and the BU London office.

As a requirement of the Tier 4 Visa and in accordance with the BU London Attendance

policy, all students must attend every day of their scheduled placement. Students may only miss their placement if they have an authorised absence that falls under one of the following circumstances and when the appropriate procedure has been followed:

- Illness (first day of sickness): If a student is too ill to attend their placement they must phone their internship supervisor, the BU London Student Affairs Office and the EUSA placement office.
- Illness (multiple days): If a student is missing on multiple days due to illness, they must call into to the internship supervisor, the BU London Student Affairs Office and the EUSA placement office on each day they are ill. Students must also provide the Student Affairs Office with a completed Authorised Absence Approval Form and a sick note from a local doctor excusing their absence from their placement.
- Illness (multiple instances): If a student is too ill to attend their placement on two separate occasions, in addition to contacting their supervisor, the BU London Student Affairs and EUSA on each day of their illness, they will also need to provide the BU London Student Affairs Office with a sick note for their second period of absence. This applies to any subsequent periods of absence of any length, including single days. They will also need to meet with the Associate Director for Academic Affairs to discuss their absences. Boston University has the legal obligation to ensure that each student complies with visa requirements.
- If a student needs to miss his/her placement for an unavoidable reason, the student must submit an Authorised Absence Approval Form 10 working days in advance of the date.
- If a student misses his/her placement due to a medical or family emergency the student must contact the BU London Office as soon as is possible to give an update and explanation and then submit an Authorised Absence Approval Form as soon as possible.

If a student misses her/his placement without following the above procedures the student will need to meet with the Director to discuss the situation and his/her continued participation on the programme.

All students must sign a Placement-Travel Student Agreement confirming that they have read through and understood the above procedure.

For students not working in a traditional supervised environment (i.e. working from home):

Students that are not working in a traditional office environment where they would be supervised on a daily basis by their placement supervisor must meet with the Associate Director for Academic Affairs during the first week of placement. During this meeting, the student and Associate Director will discuss check-in points for the student to come into the BU London office to work and in order for BU London to monitor their attendance. This will offer students the appropriate facilities for printing, etc that they would not have access to in their housing as well as provide an opportunity for social interaction in a work environment.

It is expected that any students working remotely will meet with the Academic Affairs team once per week. This will be reported on the individual student's academic file.

If a student is working remotely during their placement, it is expected they will be based in

London at all times during placement hours. Any students working remotely who are requested to travel by their internship should follow the travel approval process below.

Travel during Work Placements

Students who have internships based in outer London or the Home Counties will have their travel to their internship reimbursed for the difference between zones 1-2 to where they are travelling to at the Student Oyster card discount rate (not applicable during the Summer semester). The Finance Office manages this process.

Students who are requested to travel by their internship should seek approval from the Associate Director of Academic Affairs. Boston University must approve in advance any overseas travel during a placement. Internship supervisors will be asked to confirm travel details, accommodation and supervision. It is expected that all costs will be met by the placement.

Religious Holidays

Boston University's Office of the University Registrar states:
'The University, in scheduling classes on religious holidays and observances, intends that students observing those traditions be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet their classes or for cancelled classes to be rescheduled.'

Special Accommodations

Each student will need to contact the Office of Disability Services to request accommodations for the semester they are abroad. Students are advised by BU- ODS not to expect the same accommodations as they receive on campus.

BU London can only uphold special accommodations if we have received the appropriate documentation from the BU-ODS. We cannot accept letters from other universities/centres.

All disabilities need to be known to the ODS in Boston if they are to be used as a reason for requiring a change in conditions, i.e. reduced internship hours or special accommodations for the internship schedule.

Lateness

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will be required to meet with the Associate Director for Academic Affairs and if the lateness continues, may have his/her final grade penalised.

Assignments

Assignment 1

The first essay requires that you provide a 2,000 word analytical paper to include the following points: an introduction to your particular placement, describing the host organisation, its aims and objectives and explaining the exact nature of the Internship within the organisation. The paper should include an evaluation of how your host organisation presents itself to its desired audience and/or to the general public, this may be through printed or digital media (website) and may include your analysis of the visual image of the organisation (its branding, graphics, its premises,

etc). The history of the host organisation may also be relevant and should be researched by you using any available sources (books, periodicals, newspaper and magazine articles, websites, interviews with members of staff, etc).

A log/diary outlining the work undertaken in the first weeks and any other relevant information should also be provided. The presentation of the essay, including supporting visual materials will be taken into consideration for your grade. A bibliography is expected.

The assessment for this paper will account for 50% of the grade. It is due Tuesday 6th March and is to be handed in at the seminar.

Assignment 2

The second essay also requires that you provide a 2,000 word analytical paper. Building on (but not repeating) material submitted in your first paper, this essay should be an assessment of the work you have undertaken during your placement and an evaluation of the host organisation in the context of other similar organisations in the UK, USA and internationally.

Questions addressed may include:

How does the organisation compare to other organisations with similar objectives?

Do other organisations in the same sector operate differently?

Is the organisation successful in achieving its aims and objectives?

Is it economically sustainable?

How does it secure funding/generate revenue?

What are its ambitions for the future?

The paper should provide an analytical review which will include reflective conclusions on the whole Internship experience.

The conclusion should include your personal opinion about what you have learnt from the Internship experience? It should provide an assessment on how effective the internship project has been in terms of its stated aims.

A log/diary outlining the work undertaken to date during the Internship and any other relevant information about your experience should also be provided. The presentation of the essay, including supporting visual materials will be taken into consideration for your grade. A bibliography is expected.

The assessment for this paper will account for 50% of the grade. It is due Wednesday 28th March and is to be handed in at the seminar.

Grading

Please refer to the Academic Handbook for detailed grading criteria and policies on plagiarism:

<http://www.bu.edu/london/current-semester>

** Final Grades are subject to deductions by the Academic Affairs Office due to unauthorised absences.*

Seminars

Seminar 1: Introduction and briefing by Helen Evenden

To discuss the Internship process.

In this group seminar students will introduce themselves to each other, announce their objectives for their Internship placements and to share with each other information about their intended host organisations.

The tutor will explain what is expected from the academic component and assist with any concerns relating to the practical nature of the work.

Course outline and requirements for the essays will also be discussed.

Seminar 2: Review and presentations

This group seminar is an opportunity to discuss and review the development of the Internship process, share insights about London based organisations and discuss any issues which may have occurred during the first phase of the work experience. The aim of the seminar is ensure students get the most out of the ongoing internship process and to support the written academic requirements for the Internship programme.

Requirements for the second essay will also be discussed.

First Course Work Paper Due: Please hand to Helen.

Seminar 3: Presentations

Group seminar to discuss the development of the Internship process and to share insights about London based organisations. Students should share contact information about London organisations that may be useful to other members of the class.

Students will make short oral presentations about their research into their host organisations and their experiences to date. The presentation is not graded, but is an important component in demonstrating the ability to fully synthesize the theoretical and practical aspects of the Internship.

Second Course Work Paper Due: Please hand to Helen.

Seminar 4: Feedback session

Informal session to gather feedback and reflect upon the internship process, plan next steps for studies and share career aspirations.

Readings

Additional reading may be found on Blackboard: <http://learn.bu.edu>

Ed. Emma Barker, *Contemporary Cultures of Display*, Yale University Press, 1999.

*Ian Budge & David McKay et al., *The New British Political System Government and Society in the 1980's*, Longman, 1983.

Julius Bryant, *Designing the V&A: The Museum as a Work of Art (1857-1909)* 2017.

Oliver Burston, *Careers in Architecture*, Kogan Page, 1997.

Robert Cumming, *Christies Guide to Collecting*, Phaidon Christies Ltd., 1994.

Carol Duncan, *Civilizing Rituals: Inside Public Art Museums*, Routledge, 1995.

Christine Fanthome, *Work Placements: A Survival Guide for Students*, Palgrave, 2004.

Rosie Millard, *The Tastemakers: UK Art Now*, Scribner, 2002.

Sandy Nairne, *State of the Art*, Chatto & Windus, 1987.

*Martin Pugh, *Britain Since 1789*, Palgrave, 1999.

Ed., Marcia Pointon, *Art Apart, Art Institutions & Ideology across England and America*, Manchester University Press, 1994.

Penny Sparke, *An Introduction to Design Culture: 1900 to Present*, (1986), Routledge, second edition 2004.

David Shacklady, *Working in Arts, Crafts & Design*, Kogan Page, 1997.

Chris Smith, *Creative Britain*, Faber & Faber, 1998.

Julian Stallabrass, *High Art Lite: British Art in the 1990s*, Verso, London, 1999.

Brandon Taylor, *Art for the Nation: Exhibitions and the London Public 1747-2001*, Manchester University Press, 1999.

*United Nations, *Creative Economy Report*, 2008.

Alan Weill, *Graphics: A Century of Poster and Advertising Design*, Thames & Hudson, 2004.

Ben Weinreb & Christopher Hibbert, *The London Encyclopaedia*, Macmillan, 1983.