



## **Boston University Study Abroad London**

### **Boston University Study Abroad Arts & Art Administration Internship Seminar Spring 2016**

#### **Instructor Information**

A. Name	Helen Evenden
B. Days and Times	1 <sup>st</sup> seminar: Thursday 11 February 10.30am-12.00am 2 <sup>nd</sup> seminar: Thursday 10 March, 6.15-7.45pm 3 <sup>rd</sup> seminar: Thursday 7 <sup>th</sup> April, 6.15-7.45pm
Location	Brompton Room, 43 Harrington Gardens, SW7 4JU
C. BU Telephone	020 7244 6255
D. Email	<a href="mailto:evenden@me.com">evenden@me.com</a>
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 Policy**

##### **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. This may result in the student having to take a medical leave of absence from the programme or withdraw from 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). **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 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.

#### *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 Assistant Director of 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 Thursday 2nd November 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 Thursday 26<sup>th</sup> November 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**

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.**

### **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.

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.