

HUM 4380 Field Experience – Spring 2012 – 20215/20216

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The Field Experience course is an internship, a service learning activity, or some other work project which complements and pulls together the student's academic experiences and career goals. This course is open to students in Humanities, Interdisciplinary Studies, or other degree programs such as the BAFA in the College of Humanities and Social Sciences. Enrollment is limited and by departmental permission. Although the university may have suggestions, students are responsible for identifying their own work sites. The course is not a credit for previous life experience or for doing your current job.* However, undertaking new duties or training at your current workplace may be a possible project. Ordinarily, working under the supervision of a close relative is discouraged.

The basic requirements include

- 1 120 hours of activity under supervision [240 hours if you have been permitted to sign up for 6 hours of credit];
- 2 a journal kept on Blackboard, based on that activity, that describes and reflects on the nature and lessons of the activity; entries into the journal will be reviewed at the end of each calendar month and at the end of the course;
- 3 two reports on the status of the internship (general summaries and analyses of the project): (1) a progress report at mid-semester, i.e., and a final report at the end of the term; the final report is cumulative.

Satisfactory completion of the course is signified by a grade of "S."

If you do not fulfill the requirements of the course, you will receive a grade of "U."

A "U" given for failure to submit the final report will remain in effect until that report is submitted and judged satisfactory. A "U" grade not changed by the instructor will have to be appealed through the university's grade appeal process.

To Register

1. Pick up a Field Experience packet from Career Services (370 North) or obtain the form, described as the Field Experience Application, on the UHD website, in the Student Affairs/Career Services section: http://www.uhd.edu/career/documents/fe_application.pdf
2. Complete the packet, including the application form, a current resume, a job description, a current grade history, and your workplace supervisor's signature.
3. Return the packet for my signature, keeping a copy for yourself. You may scan the material and forward to me by email: bakers@uhd.edu.

I will file the packet with Career Services. I will then ask the Associate Dean of the College of Humanities and Social Sciences to grant you the departmental permission to register for the section. Once registered, you must pay for the section.

*Note: Students who currently work in an educational setting may be offered an exception to the restriction on earning credit in their present job.

Journal

Before the end of the first month of your internship (and preferably weekly), make entries into your journal found under the Discussion link in Blackboard Learn. The journal should account for the hours that you spent on the project and include a general description of your activities. The journal need not be kept up day-to-day strictly; but, at minimum, maintain weekly summaries of what you did and how many hours you spent on the project. There is no set format for the journal. Just be sure to describe what work you have been doing, and include the number of hours you have worked.

Description of the Progress Report

Write a midterm report discussing the work you have been doing, including any problems or concerns you have about it. Unlike the journal, the primary purpose of the report is for you to reflect on your experience. The report should be submitted under the Assignment link in Blackboard Learn and be between 200 and 400 words. See Blackboard Learn for information about the due date.

Description of the Final Report

Write a brief (500- to 1500-word) report about the experience of your internship. Attach to the report electronic samples of work you produced or edited. If it's not possible to attach work samples, the report should compensate by describing in some detail the projects on which you worked or your responsibilities. See Blackboard Learn for information about the due dates.

In your report, please touch on the following:

1. Describe the project as you first envisioned it.
2. Describe the project as it actually turned out, including a list of the work you accomplished.
3. Analyze what you learned: consider how (or whether) your previous academic work in the program prepared you for the internship; identify any gaps in your preparation that the program might have filled.
4. Advise anyone considering undertaking a similar project.

Verification and Assessment

Be aware that your work supervisor will be contacted by the instructor and by Career Services to verify and assess your internship.