

ARTH 3900

Practicum in Art and Architectural History

Undergraduate Student Handbook

**ARTH 3900:
Undergraduate Practicum in Art and Architectural History**

Practicum Coordinator: Dr. Jill Carrick
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What is a practicum course in Art and Architectural History (ARTH 3900)?

The practicum course (ARTH 3900) is a student placement with one of our partners in the many art and architecture-related institutions in the National Capital Region. The purpose of a practicum is to complement the skills and knowledge gained in art and architecture history courses with relevant learning experience in the professional world.

Students are required to complete 96 hours of work for the institution over the course of the semester (the equivalent of one eight-hour day per week for 12 weeks, but distributed according to the institution's needs and student's schedule). It is possible to enroll in a Practicum for one or two semesters. Students may only do one Practicum per semester, earning 0.5 credits per course. The course is graded and contributes to the student's GPA.

Note: This course involves participation in an unpaid work placement as part of the requirements. Please visit the Risk and Insurance website to review the information on unpaid work placements and to complete the insurance forms required.

Deadlines:

Semester	Application Deadline	Work Period	Final Writing Deadline
Fall	August 31	Sept-Dec	December 6
Winter	November 30	Jan-Apr	April 8
Early Summer	March 31	May-Jun	June 17
Late Summer	May 31	Jul-Aug	Aug 14

How do I apply?

Eligibility:

Prerequisite: B.A. or B.A. (Honours) Art History or History and Theory of Architecture programs; with CGPA of 9.5 or better in Art History or History and Theory of Architecture courses, plus permission of the discipline.

1. Request an override for the course via Carleton Central
2. Email an application form and resume to ssac@carleton.ca before the application deadline. The application form can be found online. The resume must be polished and tailored to the desired job.
3. Meet with the Practicum Coordinator.

4. Once the applications have been received and meeting taken place, the Practicum Coordinator will suggest a match and forward the student's application to the institution.
5. If the institution is interested, the on-site supervisor will interview the student and then contact me with their decision.
6. If the student is accepted, I will instruct the Undergraduate Administrator to approve the override request. You should then officially register for the course.
7. The student meets with the on-site supervisor to determine the student's hours and core duties and to fill out the required paperwork. Student must give the paperwork to the Undergraduate Administrator (ssac@carleton.ca, SP 423B) by the second week of the Practicum.

Expectations:

During the Practicum, students are required to perform the following:

- **The tasks set by the on-site supervisor** and described in the position description. Students are required to complete **96 hours** of work for the institution by the end of the semester.
- **Attend midterm required meeting** with the Practicum Coordinator. At the meeting, students will share information about their experiences, ask questions, and discuss the required assignments.
- **Keep a journal**
- **Please Note:** There is no one typical practicum experience. Each placement is unique in the kind of work experience it provides, the amount of autonomy you can expect, and the type and range of tasks you will be expected to undertake. You may find yourself writing short research reports on works of art, cataloguing, assisting with exhibitions, outreach or organization; you may be working relatively independently, or you may be intricately involved in the daily workings of a busy organization. Tasks that seem menial may well be involved in your practicum, giving you skills associated with the collecting, research, care, display or promotion of art or architecture. If you have questions about your practicum work, please speak to the practicum supervisor. It is a good idea to start right: ascertain what your duties will be when you interview with your prospective on-site supervisor.
- A practicum is one step towards professional work, and your on-site supervisor can serve as a model and mentor in that process. Be sure to be realistic about what to expect. You should not expect to be curating your own show. At the same time, you should not expect to do purely menial or clerical work that does not involve gaining new knowledge or skills.

- **When do I work?** It is up to you to come to an agreement with your on-site supervisor. You will likely be able to negotiate hours that will fit in your class schedule, but do not expect to be able to do your work on evenings or weekends.

Evaluation:

This course receives a letter grade.

- Practicum Work
 - 75% of the final grade is determined by the on-site supervisor's evaluation of the student, via the Evaluation Form.
- Work journal with reflective summary and appendices
 - 25% of the final grade is determined by the Practicum Coordinator, based on the student's written work.

Written work:

- **Keep a journal** that documents and reflects on the work done for the institution.
- **Make sure to update the journal immediately upon completing the day's work** - don't try to fill it in at the end.
- Students should document the dates they work, the hours worked each day, and the tasks completed. They should also reflect on this work -- what have they observed about the institution? What is the institution trying to achieve? Why is the workflow organized the way it is? How does the institution assess its success? What challenges does the institution face? In addition to weekly entries, write a 1000-1500 word summary reflecting on your overall experience and what you have learnt.
- **Appendix 1: At the end of the journal, append a one-paragraph description of your practicum experience** for possible posting on the department website. What was most valuable about the experience? What did you learn?
- **Appendix 2: At the end of the journal, please consider attaching samples of your work from your Practicum.**
- Journal entries should be typed and single-spaced. Write in full sentences in a discursive paragraph style rather than a point form list. The length of entries will vary, but an average entry is often about one to two pages. The journal is due on the Final Writing Deadline.

Midterm meeting with Practicum Coordinator

Contact Practicum Coordinator in the first week of October to organize a meeting. This is an opportunity to discuss issues or questions related to your practicum.

Contact Information

Practicum Coordinator: Jill Carrick

jill.carrick@carleton.ca

CARLETON UNIVERSITY ART AND ARCHITECTURAL HISTORY PRACTICUM DATES 2024-2025

FALL TERM

June 21 to end of August	Students submit practicum application and resume, and set up a meeting to discuss possible placements with Practicum Coordinator Jill Carrick. Meetings will take place end of August and early September.
September 4	Fall term classes begin.
By September 13	Students will have been informed of their prospective placements. Students are to contact the on-site supervisor to set up an interview. Once a placement is confirmed, and before the first day of work, students and on-site supervisors must complete and return the Health and Safety Forms and the Safety Orientation-Checklist (Steps 4 & 5 on page 6 of On-site Supervisor's Handbook).
September 17	Last day to register for practicum (last day for Fall term add/drop).
By October 1	Students to have begun work at their practicum.
October 14-18	Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.
October 21-25	Fall break, classes not held. You may work at your practicum. Be sure to make arrangements with your on-site supervisor if this is a scheduled working day and you plan to be away.
November 30	Students submit practicum application and resume if beginning a new practicum in Winter Term.
December 6	Written work for all practicum students to be submitted. Please note: late papers will not be accepted.

WINTER TERM

December and early January	Students set up a meeting to discuss possible placements with Practicum Coordinator Jill Carrick. Meetings will take early December and early January.
January 6	Winter term classes begin.
By January 15	Students will have been informed of their prospective placements. Students are to contact the on-site supervisor to set up an interview. If and when placement is confirmed, and before the first day of work, students and on-site supervisors must complete and return

	the Health and Safety Forms and the Safety Orientation-Checklist (Steps 4 & 5 noted on page 6 of On-site Supervisor's Handbook).
January 17	Last day to register for practicum (last day for Winter term add/drop).
By January 30	Students to have begun work at their practicum.
February 17-21	Winter break, classes not held. You may work at your practicum. Be sure to make arrangements with your on-site supervisor if this is a scheduled working day and you plan to be away.
February 24-28	Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.
April 8	Written work due. Please note: late papers will not be accepted.