

Carleton University
School for Studies in Art and Culture, Art History

ARTH 3900:
Undergraduate Practicum in Art and Architectural History

Practicum Coordinator: Dr. Jill Carrick
413 St. Patrick's Building
613-520-2600 x3796
Jill.Carrick@carleton.ca

Course Description:

The Art and Architecture History Practicum (ARTH 3900) offers students practical art and architectural history-related experience, providing opportunities to work in Ottawa area arts institutions. It gives students the opportunity to put the skills and knowledge they've learned at the university into practice, critically reflect on the important work performed by local arts institutions, and gain additional skills.

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). Students may 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 8
Winter	November 30	Jan-Apr	April 11
Early Summer	March 31	May-Jun	June 19
Late Summer	May 31	Jul-Aug	Aug 15

How do I Apply for a Practicum?

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 jill.carrick@carleton.ca with cc. to kaitlin.barkley@carleton.ca before the application deadline. The application form can be found online. The resume must be polished and tailored to the desired job.

- I recommend visiting Career Services (401 Tory Building) to get feedback on your resume before applying.
- 3. Meet with the Practicum Coordinator. Sign up is available via Undergraduate Administrator Kaitlin Barkley
- 4. Once the applications have been received and meeting taken place, I 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 to determine the student's hours and core duties and to fill out the required paperwork. Student must give the paperwork to Kaitlin Barkley (kaitlin.barkley@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 Coordinator. 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.

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.
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- 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. 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. **Make sure to update the journal immediately upon completing the day's work** - don't try to fill it in at the end.

Appendix: 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?

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 page. The journal is due on the Final Writing Deadline.

Midterm meeting with Practicum Coordinator

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

Dates:**FALL TERM**

June 22 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 6	Fall term classes begin.
By September 19	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 19	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 18-20	Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.
October 23-27	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 8	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 8	Winter term classes begin.
By January 19	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 19	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 12-14	Mid-term meeting with Practicum Coordinator Jill Carrick. Students are to email jill.carrick@carleton.ca to confirm a time for this meeting.
February 19-23	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.
April 11	Written work due. Please note: late papers will not be accepted.

ART HISTORY, FACULTY AND UNIVERSITY POLICIES

Undergraduate calendar link: <http://calendar.carleton.ca/undergrad/>

1. **Term Tests:** Attendance at term tests is compulsory. Absence from a term test will normally result in no mark for that test and F for the course (see also point 6 below). If an absence is justified to the instructor's discretion by a letter from a medical doctor, or lawyer, or another acceptable written excuse and if the instructor is contacted regarding the absence as soon as possible after the absence, the student will not be penalized. Instructors may, at their discretion, assign such legitimate absentees:

- (1) a make-up test;
- (2) a make-up assignment;
- (3) a prorated grade based on the other marks assigned to the course.

2. **Course Withdrawal:** Students who withdraw from a course must do so by the dates stated in the undergraduate calendar. Simple non-attendance does not constitute withdrawal and will result in a grade of F rather than WDN. The onus for withdrawing is entirely upon the student. See <http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv1/#1.4>

3. **Due Dates for Term Assignments:** **Late assignments will be penalized 5% per day for 3 University working days, after which no assignments will be accepted without documentation of a medical or legal emergency and consultation with the instructor. No assignments will be accepted after the senate deadline for term work.** Students are required to retain a copy of term assignments submitted.

4. **Final Examinations:** Attendance at final examinations is compulsory.

5. **Incomplete Term Work:** An unexcused absence from a term test is a form of incomplete term work.

6. **Numerical Equivalents of Letter Grades:** Instructors in this department use the equivalencies stated in the undergraduate calendar: "Standing in Courses/Grading System," unless specified otherwise in the course outline by the instructor.

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/>

7. **Instructional Offences, especially Plagiarism:** Students are to read and abide by the policies stated in the calendar under "Student Conduct." The following definition of plagiarism can be found under "Academic Integrity Standards."

<http://carleton.ca/senate/wp-content/uploads/Academic-Integrity-Policy1.pdf>

Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own. Plagiarism includes

- reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works,

laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet.

- submitting a takehome examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

8. Deferred final examinations and term work are available to those who meet the criteria stated in the calendar. For criteria and procedures, see the Undergraduate Calendar: "Academic Regulations:" "Deferred Final Examinations" and "Deferred Term Work."

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/>

9. Other: Students are required to comply with the policies of the university as stated in the calendar. Note especially "Academic Regulations" and "The Academic Year."

10. Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

11. For Religious Observance: Carleton provides accommodation for religious observances according to a policy that identifies recognized religious holidays. Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out

directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

<http://www.carleton.ca/equity>

12. **For Pregnancy:** Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a *letter of accommodation*. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required. Link:

<http://www.carleton.ca/equity>

13. **Weighting of course marks, any mark penalties, and due dates** for individual courses are stated on the course outlines.

For clarification on other policies, contact your instructor, the Assistant Director Art History, or the SSAC Director.

14. **ADDRESSES (613-520-2600, phone ext.)**

- Art History (5606) 4th Floor, 423 St. Patrick's Building
- Registrar's Office (3500) 300 Tory
- Student Academic Success Centre (7850) 302 Tory
- Paul Menton Centre (6608) 500 Unicentre
- Learning Support Services – Study Skills, Writing Tutorial Service (1125) 4th fl Library