

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
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Course Description:

The Art and Architecture History Practicum (ARTH 3900) offers students practical art 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. Exceptions must be approved by the Practicum Coordinator. 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	First Writing Deadline	Final Writing Deadline
Fall	July 30	Sept-Dec	October 15	December 8
Winter	November 30	Jan-Apr	February 5	April 11
Early Summer	March 30	May-Jun	TBA	TBA
Late Summer	May 30	Jul-Aug	TBA	TBA

Applying for a Practicum:

Eligibility:

Prerequisite: B.A. or B.A. (Honours) Art History registration with third-year standing or higher and a CGPA of 9.5 or better in Art History 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 caroline.karasiuk@carleton.ca before the application deadline. The application form can be found online. The resume must be polished and tailored to the desired job.
 - o 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 Caroline Karasiuk.
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 supervisor to determine the student's hours and core duties and to fill out the required paperwork. Student must give the paperwork to Caroline Karasiuk (caroline.karasiuk@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** arranged by the Practicum Coordinator. At the meeting, students will share information about their experiences, ask questions, and discuss the required assignments.
- **Keep a journal**
- **Write a short research paper.**
- **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.

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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- Paper Proposal (c. 250 words)
 - To be handed to Department Practicum Supervisor at First Writing Deadline
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- Work journal and final paper
 - 25% of the final grade is determined by the Practicum Supervisor, 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? **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.

Write a research paper. This is usually an academic essay, but may potentially take another form such as written work produced in the course of the practicum. If you feel your work may be eligible for academic equivalence to a term paper, ask your faculty practicum advisor.

Topic:

On the first day of work, discuss the written project(s) you are to work on with your on-site supervisor, and the source materials you can access. Determine a preliminary paper topic with your supervisor. This will be indicated on the form signed by you and your supervisor.

Consult with your on-site supervisor to further narrow your topic and identify resources as your practicum continues.

Submit a paper proposal to the Carleton Art History Practicum Coordinator at the midterm First Writing Deadline. The Coordinator will then be available by appointment to advise you.

Format:

Practicum papers are formatted like a standard university research paper, unless an alternative has been approved by the Art History Practicum Coordinator. The paper should be circa 6 pages typed, double-spaced, standard font.

Referencing your sources:

Footnotes or endnotes: The paper must be referenced with footnotes or endnotes. Art history style consists of full notes added to the text, not embedded in the text in brackets.

Bibliography: Append a bibliography to your paper.

Style: Use a standard style such as MLA or Turabian. See the Carleton University Library website for basic style references, and refer to a style manual for further points of referencing.

Plagiarism

Plagiarism will not be tolerated, even if it is inadvertent. For further information, please refer to the Carleton Library website at: <http://www.library.carleton.ca/howdoi/plagiarism.html>

Proposal and Midterm meeting with Practicum Supervisor

Following the submission of the proposal, a midterm meeting is to be arranged with the Art History Practicum Supervisor. This meeting will address your proposed research project and will also be an opportunity to discuss any issues pertaining to your practicum. Sign-up will be available through the Practicum Administrators Caroline Karasiuk caroline.karasiuk@carleton.ca (undergraduate), or Barbara Shannon (barbara.shannon@carleton.ca) (graduate).

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 intentional 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