

University of Houston - Syllabus
ARLD 6691- Practicum Placement
6 Credit Hours
Course ID: 048502

Master of Arts in Arts Leadership Program
Spring 2022/Summer 2022/Fall 2022

(Please also refer to the *MAAL Practicum Overview* document for further details)

Instructor:

Joel Luks, BM, MM

joel@joelluks.com

713-253-0815

Office Hours:

By appointment

Course Overview

All students will be required to complete a project-based Practicum within an established, professional arts organization or related agency or business preferably in the greater Houston area. The Practicum provides the student with a meaningful, intensive on-the-job experience in preparation for a leadership position while maintaining a student role. It also provides the host organization with the opportunity to train and utilize future professionals in the nonprofit and for-profit arts sectors. Different than an internship, the M.A. in Arts Leadership Program Practicum is focused in scope to provide students processes to hone in various skills that will serve to launch and fulfill their professional aspirations.

During the Practicum, the student is expected work 300 hours on the identified project in total. Time spent on the project should be divided however it works best for the student and the organization. Practicum projects can be completed at any time during the academic semesters of the M.A. program or during the summer/winter breaks. A minimum of 15 core credit hours must be completed within the M.A. in Arts Leadership Program before the student undertakes the actual fieldwork, although the planning phase may begin earlier.

Practicum Criteria:

1. Student Eligibility Criteria to Qualify for Practicum:

- A cumulative UH GPA of 3.0 or above
- Successful completion of 15-credit hours of academic coursework in the MA in Arts Leadership Program (final degree requirements may be taken concurrently with practicum)
- Recommendation from the MA in Arts Leadership Program Director

2. Agency Criteria to Qualify as Practicum Site:

- Programs, opportunities for learning and quality and quantity of supervision shall be adequate to meet students' educational objectives, including access to staff/board meetings.
- Policies and procedures of the agency shall support those of the Arts Leadership program and of the University of Houston, including equal opportunity and equal treatment without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law.
- The agency may provide remuneration to the student for seminars, workshops and other learning experiences, as well as travel reimbursements, and other agency-related expenses as afforded by the agency to regular employees of the agency.
- The agency shall have qualified Practicum project supervisors (mentors).

- The staff shall be large enough to ensure that the basic agency programs are developed and maintained sufficiently without reliance on students.
- The agency shall have 501(c) 3 tax-exempt status if considered a nonprofit arts organization or registered LLC if a for-profit business.

3. Practicum Supervisor (Mentor) Criteria:

- The Supervisor shall have a Bachelor's degree and at least three years of art administration experience.
- Supervisors shall have a thorough knowledge of the agency where students are placed and shall demonstrate interest in staff development and instruction.

Forms and Reports:

- Practicum Partner Profile (completed by the student)
- Project Proposal (completed by student)
- Student Practicum Bi-weekly Timesheets/Reports (completed by student, signed by supervisor and submitted to Program Director)
- Evaluations (submitted by student and agency at end of each semester to Program Director)
- Final Practicum Project (submitted by student to Arts Leadership Director and Agency supervisor/mentor at the time of final presentation)

Placement Procedure:

1. Student placement should be a formal process that facilitates a professional relationship between the agency and the student. This process should include a job application and/or submission of a resume by the student and a formal job interview. The agency and the student should have enough information to make a decision that will be satisfying to both. Students will be coming from a variety of artistic disciplines and interest areas, and the focus of the Practicum may be dependent upon the student interest and agency's mission. The Practicum, however, should include a required base of experiences to provide the student with a full range of skills based on the MA in Arts Leadership areas of competencies (see p. 5 of Practicum Overview document).
2. The Agency must facilitate to provide an adequate description of the agency and its programs, as well as an updated Practicum description for the student to make informed choices for Practicum interviews and placement.
3. The agency and the student shall each make their determination of acceptability and report to the Program Director.
4. The Program Director shall match students with agencies, making every effort to honor the student's and agency's specific requests for preference. The Program Director shall notify the student and the agency by e-mail or phone to inform them of Practicum matches. The student will then contact the agency to confirm placement.

Internship Structure:

1. Students are required to complete no less than a total of **300 contact hours** verified by the agency. Depending upon the student's and the agency's needs, the 300 hours may be completed as follows:
 - **Two semesters, 10 hours per week for 15 weeks each semester, or 150 hours per semester for a total of 300 hours**
 - **Twelve weeks at 25 hours per week, usually during the summer months**
 - **A combination of the above as agreed upon between the student, the agency and the MA in Arts Leadership Program**
2. Student hours and schedules shall be determined by the student and agency. Definition of contact hours and specific arrangements for such things as lunch, trainings and seminars, sick time and take-home work will be delineated within the final agreement.
3. Compensation in the form of stipends or hourly wages shall be determined on a case by case basis, depending upon the ability of the agency to pay. Compensation is *not* a requirement of a practicum placement.

Educational objectives:

Students shall be afforded:

- Opportunities to test theories, concepts and philosophies in Arts Leadership
- Opportunities to test skills in management, supervision and administration
- Opportunities for self-evaluation, and assessment of the Practicum agency and the arts, culture and entertainment service field
- Opportunities to establish positive interpersonal and professional relationships
- Opportunities to observe and develop the values and ethics of the arts/cultural /entertainment profession.
- Opportunities to develop, plan and carry through with projects

Areas of Competency:

The agency shall provide students opportunities to gain knowledge and/or practice skills in the MA in Arts Leadership competency areas that may include the following (but are not limited to):

- Communications, Marketing & Public Relations
- Cultural Competency and Diversity
- Financial Resources, Development & Management
- Foundations & Management of the Nonprofit Sector
- Governance, Leadership & Advocacy
- Legal & Ethical Decision Making
- Personal & Professional Development
- Programming and Artistic Development
- Community Outreach and Education Development
- Volunteer and Human Resource Management
- Future of the Non-profit Arts Sector

(Examples of Practicum Projects can be found in the *Practicum Overview* document)

Student Responsibilities:

To the agency:

- to accept and to adhere to the rules and regulations governing the agency
- to accept the agency's philosophy, methods, leadership and programs
- to become an integral and participating member of the agency staff
- to prepare for weekly agency supervisor/student supervision conferences
- to notify the agency supervisor well in advance in cases of absence from work or anticipated absences from work
- to consult with the agency supervisor when confronted with problems which cannot be satisfactorily solved independently
- to plan thoroughly and well in advance for all assignments
- to conduct oneself professionally at all times in contacts with staff and clients
- to evaluate each meeting or activity that is planned and/or conducted by the student

To the MA in Arts Leadership Program:

- to arrange conference time and site visits with the agency supervisor and the Arts Leadership Program Director/Coordinator to occur at the end of the first 150 hour time period or at the end of the first semester
- to contact the Arts Leadership Program Director/Coordinator whenever concerns or problems are not solved at the agency

- to submit to the Program Director/Coordinator bi-weekly time sheets reports in the first semester and second semester as a process of communication regarding problems, questions and progress
- to meet all other deadlines and assignments

*(For Agency's responsibilities and MA in Arts Leadership Program's responsibilities please refer to the **Practicum Overview** document)*

Policies and Procedures:

Students currently enrolled at the University of Houston shall be covered under the University's D&O policy for liability insurance. Occasionally a change of placement is necessary and may be granted for any of the following reasons:

- change in student's personal circumstances (finances, transportation, health)
- agency is unable to provide accessibility to students with physical challenges
- change in school policy
- internal matters of the agency
- irreconcilable differences between student and Practicum supervisor

Procedure for Change:

- The student must notify and discuss the desire for change of placement with the Practicum supervisor with a factual delineation of factors involved. If the issues are not resolved, the student must discuss the concerns with the Program Director.
- The Program Director will review the concerns with both the student and the Practicum supervisor before making a formal recommendation. If it appears that change is necessary, the student must submit a written request for change of placement.
- Upon receipt of the request, the Program Director will contact the Practicum supervisor to advise him/her of the placement change request.
- If the Practicum supervisor initiates the change, the Program Director will discuss the concerns with the student prior to proceeding with termination.
- A conference will be held with all parties involved and a final decision will be made after a consensus between all parties is reached.
- The agency executive contact will be informed in writing of the decision and rationale for action taken by the Program Director.

The Project Proposal:

The Agency Practicum Supervisor with input from the Student will complete a Project Proposal to be submitted to the Arts Leadership Program Director for final approval.

The proposal will include:

- Goals and objectives: Details on the Practicum project based on the needs of the agency and the areas of interest of the students
- Tasks: specific implementation steps, activities, functions to be engaged in and/or performed to reach objectives
- Learning objectives: compatible with student career goals, assessments of strengths and limitations, and Practicum learning objectives
- Personnel Details: hours and days for Practicum work including field work, research and office hours, any holiday /sick leave arrangements and compensation if applicable
- Structure of final project submission based on the proposed project (grading and evaluation methods will be determined by Arts Leadership Program Director and Student)

General Learning Outcomes:

1. Have a greater understanding and awareness of the nature, scope, challenges of project management and execution in the arts sector
2. Understand the importance of collaboration with peers and professionals, whenever required for the successful completion of a project
3. Plan, organize, lead, and control the use of resources to accomplish performance goals in organizations
4. Produce a cohesive body of work or singular project built upon sound professional practices in the field of choice
5. Develop and execute project(s) that take into account resources and timetables
6. Articulate ethical issues that occur in business, evaluate alternative courses of action, and evaluate the implications of those actions
7. Transform critical and analytical research into well-conceptualized projects and informed responses.
8. Move from concept to project actualization
9. Build a network of professional contacts in their chosen career field
10. Prepare the student for a career in arts administration by linking the content of courses, both theory and practice, with their own “real-world”, professional experiences and future career objectives.

Evaluation Process:

- Evaluation is the on-going process of determining, assessing and mutually clarifying the extent to which the student is attaining desired professional growth as defined in the Project Proposal, including where the student is in relation to defined goals and in identifying factors that facilitated or interfered with performance, as well as where the student needs to go within a specified period of time in the future.
- Participation by the student in all steps of the evaluation process is essential if the evaluation is to achieve its purpose.
- A *Formal Evaluation* will be submitted by student at end of each semester to Program Director
- Student Practicum *Bi-weekly Time Sheets/Reports* will be completed by student and submitted to Program Director
- Final responsibility for the evaluation process must be placed with the student and the Program Director. Students are required to sign the evaluations and may attach comments if desired.
- There should be no "surprises" in the final evaluation since progress should be mutually evaluated on an on-going basis within supervisory conferences.
- Emotions involved in the evaluation process should not be ignored, but handled and understood appropriately.
- Students will be required to present the *Final Practicum Project*, including research findings and personal reflections to selected members of the Arts Leadership faculty and selected members of the agency to complete final grade.

Final Practicum Project and Defense:

- Upon completion of the 300 contact hours within the host organization (agency) and completion of the assigned project, the student should arrange an informal discussion and evaluation with their assigned mentor within the agency. This discussion should be documented and submitted to the instructor/academic advisor by email.
- The student must arrange a date and time to defend their placement to a selected committee as determined by their instructor/academic advisor. This committee will consist of 3 to 4 members of the UH academic community.
- The date of the defense should be schedule **within 6 weeks** of the last official day of their placement.
- The student must complete a reflection/research paper (minimum 2,000 words) based on their placement experience and the project completed. It should also include reference to lessons learned in the classroom throughout the degree experience. An annotated bibliography which can include textbooks from courses in the program must also be included.
- A series of edits and revisions may be required before final submission. The final paper is disseminated to all defense committee members.

Statement on Academic Dishonesty

Presenting the words or works of others as your own is plagiarism, is dishonest, and is a violation of the University Policy on Academic Honesty. If you are not certain of what is permissible, you should contact the professor prior to submitting the assignment and/or check the UH webpage: www.uh.edu/provost/policies/uhhonesty_policy.html

A student found in violation of academic honesty may be subject to a failing grade, suspension, or dismissal from the university.