

ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

The **Master of Fine Arts in Photography** degree provides a rigorous exploration of image-making as a cultural force and as a mode of personal expression. The program nurtures intellectual and creative growth through the lively exchange of ideas from diverse sources and wide-ranging perspectives. The program supports aesthetic exploration in all forms of lens based and light based media and promotes academic inquiry through research recognizing the importance of critical analysis and writing to both comprehend and create a cohesive body of work. Brooks Institute prepares artists to make an important contribution to the expanding role of the visual experience in contemporary life.

Upon Completion of the Master of Fine Arts Degree, students will be able to:

- Create a cohesive body of original work integrating a mastery of materials, methods, and concepts. (Visual Literacy, Adept)
 - Articulate an informed perspective that includes defining an aesthetic approach, reviewing methods and processes, and providing a broader cultural context in which to understand a body of work. (Communication, Global, Visual Literacy)
 - Synthesize knowledge obtained through various research activities exhibiting a standard of academic integrity and a graduate level of critical analysis. (Problem Solver, Visual Literacy)
 - Engage in creative collaboration as an effective member of a team. (Collaboration)
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Course Title **Gallery/Museum Internship**

Course Code **ELE584**

Credit Hours 2 Semester Credits

Prerequisites PTT562

Course Type Independent Study

Instructor Jody Eng

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Term Start/End Date TBD

Course Syllabus

Course Description

This is an independently directed special topics course focusing on career paths in museum and gallery work. It is taken under the direction of a graduate faculty member. This course may be repeated for credit.

Learning Objectives

Upon completion of this course the student should be able to:

- Contribute to the production of a gallery or museum exhibition
- Outline the steps needed to produce a catalog for an exhibition
- Distinguish the steps necessary to prepare for an exhibition

Required Textbook(s) TBD

Course Outline

(TBD by Student, Supervising Faculty, and Participating Mentor – Student must submit a cover letter, a proposed course outline and signed Internship forms before enrolling in this class. The cover letter should specify their educational objectives for this course.)

Student will submit journal documentation to Supervising Faculty every other week, accounting for project hours and describing learning activities. Final class evaluation will include a meeting with the Supervising Faculty and Participating Mentor.

Week 1: Create learning plan, coordinating with Gallery Director and Supervising Faculty.

Week 2: Meeting with Gallery Director to coordinate work with course outline.

Week 3: Turn in excel spreadsheet. Put together organizational material for catalog.

Week 4: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose forms are on file and not on file. Keep track of artist declines.

Week 5: Meetings at SBMA. Get new directions of what to work on next for the catalog.

Week 6: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose forms are on file and not on file. Keep track of artist declines.

Week 7: Meetings at SMBA. Get new directions of what to work on next for the catalog.

Week 8: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose forms are on file and not on file. Keep track of artist declines.

Week 9: Meeting at SBMA. Get new directions of what to work on next for the catalog.

Week 10: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose

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forms are on file and not on file. Keep track of artist declines. Get images put together in the catalog by the designer.

Week 11: Meeting at SBMA. Get new directions of what to work on next for the catalog.

Week 12: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose forms are on file and not on file. Keep track of artist declines. Get images put together in the catalog by the designer.

Week 13: Meeting at SBMA. Get new directions of what to work on next for the catalog.

Week 14: Contact artist for high resolution images. Track down how to get in touch with the artist or estates that have control over the copyright. Have artist fill out forms; keep track of whose forms are on file and not on file. Keep track of artist declines. Get images put together in the catalog by the designer.

Week 15: Submit 1 page analysis of the learning experience to Supervising Faculty. Analysis should detail how well the student's experiences met their expectations. Supervising Faculty, student, and mentor will meet for an evaluation. Mentor will provide a written evaluation of the student's performance.

GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

Letter grades (A, A-, B+, B, etc.)

The student's overall grade for this class is derived from a combination of online instructional activity, class participation, assignments, quizzes and exams, projects, and final project/final exam. A student's grade will be adversely affected by being tardy to class and by any unexcused absence. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
Course Area	%	Percent	Letter	Numeric
		93–100	A	4.00
(To Be Determined by Faculty and Mentor)		90–92	A-	3.70
		87–89	B+	3.30
		83–86	B	3.00
Participation - measured by meeting task commitments and scheduled contact with MFA faculty member	50%	80–82	B-	2.70

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Final work evaluation	50%
Total	100%

77–79	C+	2.30
73–76	C	2.00
70–72	C-	1.70
67–69	D+	1.30
60–66	D	1.00
0–59	F	0.00

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DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

ATTENDANCE POLICY

Each faculty member takes attendance for each class period and posts it to the student's record through the portal. Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. Students may review their attendance through the student portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance

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Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

ACADEMIC INTEGRITY STATEMENT

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including images and motion clips. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws is prohibited.
- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source.
- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulations or to exempt from compliance.
- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:
 - Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
 - Brooks Institute will only use legally acquired software on our computers.
 - Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.
 - Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.
- **Communication Devices**-To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

Course Syllabus

CREDIT ASCRIPTION ADDENDUM

ELE584 Gallery/Museum Internship – 2 semester credit hours

Type: Independent Study

Credit Ascription- The amount of hours spent outside of class and assignment alignment with Course Learning Objectives

Course Learning Objectives:

1. Contribute to the production of a gallery or museum exhibition
2. Outline the steps needed to produce a catalog for an exhibition
3. Distinguish the steps necessary to prepare for an exhibition

The following indicates the **minimum** number of hours per assignment:

Week	Assignment Title	Homework Hours	Assignment Objectives
1	Prepare projects, research, practicum, and other activities delineated in proposal for this course. Continues throughout semester.	60	1,2,3
2			
3			
4			
5			
6			
7			
8	No assignment	0	
Total		60	

Course Syllabus

Brooks Institute MASTER OF FINE ARTS INTERNSHIP – APPLICATION ELECTIVE COURSES

Requirements

- Completion of 2 semesters in the Master of Fine Arts in Photography
- Good academic standing with a minimum cGPA of 3.00
- Approval from Mentor, Supervising MFA Faculty, Program Director and Registrar

What Goes in an Application?

- Completed application form with the following signatures: Student, Supervising MFA faculty, Mentor, Program Director, Registrar.
- Cover letter detailing the impact and relevance of this independent study opportunity to your MFA program and career goals.
- Weekly course outline (May follow sample to be provided in the Course Syllabus)

Course Title: _____

Course Code: _____

Credit Hours: _____

Student Name _____	ID# _____
Student Phone Number _____	
Semester of Study _____	Supervising Faculty _____

The signatures affixed to this document represent both an approval and a contract to complete the independent course work as described in the attached. The supervising faculty will evaluate the success of the completed independent course work based on continuing weekly communication with the faculty mentor, documentation of each week of the course (for example: in journal format), and a final evaluation of the student's performance from the faculty mentor.

Student Signature _____ Date _____

Supervising Faculty Signature _____ Date _____

Teacher/Mentor Signature _____ Date _____

Internal Use only

Program Director Signature _____ Date _____

Registrar Signature _____ Date _____

Student's cGPA: _____ Staff Initial: _____ Number of credits completed: _____

Course Syllabus

Student Teaching Internship Agreement

The agreement among the Supervising Faculty Member, the Teacher/Mentor and the Student defines the Teaching Assistantship (TA) to be served by

(Student Name) _____ During the __semester of 20 __.

The Teacher/Mentor agrees:

1. To provide the TA with appropriate and adequate orientation and training regarding the selected course's materials, pedagogy and procedures as well as specific duties to be performed
2. To provide supervision of the TA in connection with the selected course including accounting for all paid hours if applicable (maximum of 10 hours per week per course for Brooks Institute) and all hours required to fulfill the internship (Notify the supervising MFA faculty if student fails to attend required meetings.)
3. To provide opportunities for the TA to develop insight into the practice of teaching the assigned course including methods of student evaluation, development of lesson plans, and observance of student/faculty interaction
4. To complete a final evaluation of the TA at the end of the teaching assistantship, meeting with the student and submitting the evaluation to the supervising MFA faculty before the end of the semester
5. The activities associated with this teaching internship must consist of a minimum of 90 hours of supervised work or other specified activities (i.e. grading, meetings, etc.) within a time frame of 15 weeks

The student serving as a Teaching Assistant agrees:

1. To attend all lectures, labs and demonstrations for their assigned course
2. Attend core meetings for this course, appropriate in-service/professional development events and undergraduate program faculty meetings as suggested by the faculty/mentor
3. Participate in weekly meetings with the Teacher/Mentor to discuss teaching internship progress and experiences
4. To communicate with supervising MFA faculty, submitting a weekly journal to account for attendance hours
5. To meet with the supervising MFA faculty member for a mid-semester and final interview in which an evaluation of the teaching internship is discussed
6. To produce materials required by the faculty that fulfill the learning objectives of this course

The parties as indicated below accept the preceding conditions:

_____ Teacher/Mentor Signature	_____ Printed Name	_____ Date
_____ Supervising Faculty Signature	_____ Printed Name	_____ Date
_____ TA Student Signature	_____ Printed Name	_____ Date