



UNIVERSITY OF TORONTO - VICTORIA COLLEGE
2017-18 FALL/WINTER VIC329H1Y -

Internship in Material Culture

INSTRUCTOR: Professor Cathie Sutton
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OFFICE HOURS: By appointment / NF305
COURSE WEBSITE: <https://portal.utoronto.ca>

Accessibility Needs (www.accessibility.utoronto.ca)

If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible.

COURSE DESCRIPTION

Internship in Material Culture is a course offering students an exciting internship opportunity to apply their in-course learning in a professional setting such as museum, art gallery, cultural agency, institution, or business. The internship should allow students to amalgamate their course work into a deeper understanding of real-world themes in Material Culture.

The internship requires students to complete approximately 100 hours over the course of the internship period. At the beginning of the internship, students will work with their on-site supervisor to design an in-depth Action Plan that will describe the specific learning objectives of the internship. The Action Plan will also be submitted to the course supervisor for approval before the internship begins.

REQUIRED READINGS

Students are required to prepare a bibliography relevant to their internship placement and research on material culture.

COURSE WORK AND GRADING

Assessment Tool	Grading Weight	Due Date(s)
Action Plan	10%	One week prior to start date of internship
Progress Report (4)	10% x 4 = 40%	Per 25 hours of internship
Performance Evaluation	15%	March 28, 2018
Final Report	35%	April 4, 2018

Action Plan

The Action Plan form is to be completed and signed by the student, the internship supervisor and the on-site supervisor prior to beginning the internship. The form should clearly state the learning objectives, an outline of student academic interests, and related research and work experience. A general breakdown of the major activities to be performed during the internship will also be documented. The Action Plan will include an initial bibliography of at least 3 books and 5 journal articles related to professional museum and gallery practices and/or research being undertaken specifically for the internship.

Evaluation:

- Ability to document expected responsibilities and outcomes
- Demonstration of consultation with site-supervisor and internship supervisor

Progress Reports

Throughout the course, you will log your thoughts and reflections in a set of progress reports in order to mark your observations, successes, questions and research progress. These entries will be a valuable resource for you when it is time to work on your final paper. Your time on-site should help you to make meaningful progress in primary source research, while your operational interaction with the placement will allow you to amalgamate your course work into a deeper understating of real-world themes in Material Culture. Each intern will turn in a 4 page (1000 word) Progress Report **to your course supervisor** per 25 hours of work. Each progress report is worth **10%** of the final grade (**10 x4 =40%**).

Describe work you performed, workplace events, other projects and research undertaken during your internship hours. Reflect on the challenges you have faced in your position. Analyze the professional practices of the institution and what you have learned to date. Consider how you have been able to apply a skill, concept, or perspective that was discussed in your chosen readings. The Progress Report should also include an addendum with representative work samples, research or field notes. Students may wish to create a blog with related links, images, audio/video files that document aspects of the internship project. All Internet postings need the authorization of the site supervisor.

Evaluation:

- Clarity of description of work
- Organization: writing style, grammar, spelling, formatting
- Quality of addendum materials and presentation

Performance Evaluation

Upon completion of your 100 hours of work you will need to have the official Performance Evaluation form filled out and signed by your on-site supervisor and turned in to the internship supervisor. The Performance Evaluation will count toward **15%** of your final grade.

Final Report

A 4,000 word Final Report is due by April 4, 2018, **turned in to your internship supervisor**. The report will have two sections, **worth a total of 35%** of your Final Grade.

In the **first section (worth 10%)** students will complete the following questions:

- How did the experience match with your initial learning objectives?
- What professional skills did you learn/improve upon?
- What additional training or skills might have been helpful?
- How did this experience enhance or reinforce your academic understanding of material culture?
- How did this experience prepare you for future employment?
- How would you describe your overall job performance?
- What was your greatest accomplishment during the internship?
- What impact did the internship experience have on your personal growth?

The **second section (worth 25%)** of the report will be a formal essay. The topic of the essay will be designed by each student and approved by the course supervisor, based on individual internship experience and primary source research undertaken specifically for the internship. A detailed rubric will be handed out separately.

Assignments

Assignments are due to be handed in directly to the internship supervisor on the appropriate dates noted above. Late assignments will be subject to a **5%** late penalty per day (including weekends), starting after **12am on the due date**. Assignments will not be accepted **7 days** after the due date.

If there are extenuating circumstances (illness, death in family) that prevent you from completing an assignment on-time you must email the instructor as soon as possible, preferably **BEFORE** the deadline and **NO LATER** than one week after the due date. Requests for extensions will be granted if there are legitimate medical or compassionate grounds only.

Documentation (such as the official UofT medical form, which can be found here: www.illnessverification.utoronto.ca) must be submitted.

Academic Misconduct (<http://uoft.me/CodeofBehaviour>)

The University of Toronto's Code of Behaviour on Academic Matters outlines the behaviours that constitute academic misconduct, the processes for addressing academic offences, and the penalties that may be imposed. You are expected to be familiar with the contents of this document. **Teaching Assistants and Instructors are required to report any instance of suspected academic dishonesty to the Program Office.**

Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes working in groups on assignments that are supposed to be individual work).

On tests and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers.
- Letting someone else look at your answers.
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.
- Falsifying institutional documents or grades.

If you have any questions about what is or is not permitted in this course, please do not hesitate to contact me. If you have questions about appropriate research and citation methods, you are expected to seek out additional information from me or other available campus resources like the College Writing Centers www.writing.utoronto.ca/writing-centres/centres/arts-and-science, the Academic Success Centre www.asc.utoronto.ca, or the U of T Writing Website www.writing.utoronto.ca.

IMPORTANT DATES

WEEK OF	TOPIC
Sep 11	Initial Meeting with Internship Supervisor: Action Plan Due One Week Prior to Start of Internship
Oct 9	Thanksgiving – No Class on October 9 th
Nov 6	November Break - No Class on November 9 th and November 10 th
Dec 4	Last week of Fall classes

Winter Break: December 21st to January 2nd

Jan 4	Spring classes begin
Feb 20	Family Day & Reading Week: No classes from February 20 th – February 23 rd

NOTE: February 20th is the last day to withdraw without academic penalty.

Mar 21	Good Friday: No classes on March 25 th
Mar 26	Performance Evaluation due to be submitted to Internship Supervisor 15% of final grade
Apr 2	Final Report due to be submitted to Internship Supervisor 35% of final grade

NOTE: April 3rd 2018 is the last day to request LWD from Y section code courses. See your Registrar's Office for details.