

## **NSCAD Internship / Community Service Learning Experiences**

### **Practical Considerations**

When considering registering for an Internship / Community Service Learning experience students should consider their readiness to work independently, to commit the time to an organization, the overall benefits and unique experiential skills they will gain over the course of the term. Unlike working in the studio or in the classroom, students will gain a broad set of skills that can be translated into future career goals. Experiential learning opportunities that are available to students through Internships and Community Service Learning experiences will be invaluable in giving students the confidence they need in pursuing their chosen path in the creative economy.

### **Internship Program**

The NSCAD Internship course is a 6 credit, interdisciplinary option for students who are interested in learning more about working in Galleries, Artist Run Centres, Production Companies, Publishing Companies, or Jewellery Studios to name a few. For the student, working onsite in any one of these environments expands their understanding of how arts administration works including curatorial practices, grant writing, as well as how non profit organizations function and their integral role in the cultural growth of communities.

### **Community Service Learning**

The NSCAD Community Service Learning course is a 6 credit, interdisciplinary option for students who are interested in working with non profit organizations. Service Learning, although similar to an internship, incorporates a more experiential and two way learning opportunity for students. Through CSL students create new collaborative learning opportunities for non profit organizations grow in an area that expands their philanthropic capacity. Students gain a unique perspective on their own talents, skills and creative abilities while working with a community group. The community group gains the benefit of working with an emerging artist, gaining insight into the creative process and how it can be applied to many aspects of life. Determining whether a project is an Internship or a CSL project can be established in consultation with the Coordinator of Community Service Learning. An artist run centre for example, is a non profit organization but the nature of the project the student is working on will determine whether the course is an Internship or a CSL experience.

Students are expected to work on and off site to a maximum of 15 hours per week over the 14 week semester. The organization supervisor works with the student and faculty advisor on outlining an overall plan for the term and provides on the job supervision to the student during their Internship or Community Service Learning project. The faculty advisor will determine a grade for the student in consultation with the organization supervisor and acts as an ongoing mentor to both the student and organization supervisor during the semester. Faculty will work with the organization supervisor to document the concrete evidence that can be evaluated as part of the grade determination. Students will be expected to complete a report outlining their learning, evidence of which can be determined when reviewing a daily journal or log.

**Student Expectations:**

- outline a weekly plan to accomplish the needs of the Internship or CSL placement including goals they wish to accomplish throughout the term
- attend each scheduled appointment to meet with their faculty advisor and site work
- maintain contact with faculty advisor throughout the term
- keep a detailed journal or log of their work performed over the course of the Internship / CSL placement
- address any concerns or problems that may arise in a timely fashion throughout the placement

**Faculty Advisor Expectations:**

- discuss the project parameters, material needs, weekly plan the student has presented and ensure the project will be able to be accomplished in the time parameters provided
- meet with the organization supervisor to review the student work plan and weekly schedule outlining the project parameters, time commitment and goals to be accomplished throughout the term
- maintain ongoing communication with the student and the organization supervisor throughout the term to address any concerns and to ensure that the project and goals are being met in a time fashion
- meet with the student and organization supervisor at Mid Term to discuss ongoing performance and address any concerns. Should a mid term warning be required issue and discuss plans to overcome the challenges that have been addressed
- meet with the student and organization supervisor to establish a grade at the end of the term

**Organization Supervisor Expectations:**

- outline the needs of the organization, the expectations of work to be completed by the student during the course of the program and clearly identify tasks that can be performed that fit within the parameters of the Internship / CSL program expectations
- maintain ongoing communication with the student and the faculty advisor addressing any concerns in a timely fashion
- ensure the student has access and support to complete the tasks as outlined in the project parameters
- meet with the faculty advisor at both the mid term and end of term deadlines to discuss any concerns about the project and outline how best to ensure success for the internship / CSL placement

### **Next Steps: How do I register for an Internship / CSL placement?**

- Meet with the Coordinator of Community Service Learning to discuss available organizations / projects for the given term
- Set a formal meeting with the organization you are interested in working with following a formal introduction from the Coordinator of CSL
- Meet with a faculty advisor(\*) or is eligible to work with you over the term and obtain their confirmation of commitment
- Complete the application form with signatures from each participant (organization supervisor, faculty advisor, Chair of respective Division and student participant)
- Register for the course with the application from complete

\*Faculty advisors can only be full time / sessional faculty and are usually faculty the student has worked with previously.

To find out more about what incredible opportunities or projects are available contact the Coordinator of Community Service Learning and Outreach Initiatives. New projects, collaborations and projects are always welcome and the Coordinator is meeting with community groups throughout the year to discuss future plans. This experiential learning course will give you invaluable insight into your own abilities and skills.

### **Organization Information on Internships and Community Service Learning Course Initiatives:**

Service Learning provides an opportunity for students to integrate their art practice through community collaboration with art projects or research in their respective field of study. For community based organizations service learning can mean the realization of projects with the facilitation of an emerging artist, craftsperson or designer.

Organizations involved with service learning will benefit from working with talented and creative NSCAD students and faculty who are eager to see transformational change through art, craft and design. The Coordinator acts as a liaison between community based groups, students and faculty enabling projects to flourish. Find out how your organization can become a part of the Community Art Partners Program, involved in independent projects or work with our Research Fellow. For more information contact the Coordinator of Community Service Learning & Outreach Initiatives.

Joann Reynolds Farmer  
Coordinator of Community Service Learning and Outreach Initiatives  
The School of Extended Studies  
NSCAD University  
902 442-4065  
[jfarmer@nscad.ca](mailto:jfarmer@nscad.ca)



## APPLICATION FOR INTERNSHIP / COMMUNITY SERVICE LEARNING / PRACTICUM PLACEMENT

ARTS 3250 Internship (6 credits)

DSGN 4039 Design Practicum (9 credits)

ARTS 3450 Off Campus Internship (6 credits)

FILM 3413 Summer Film Internship (3 credits)

DSGN 4033 Design Practicum (3 credits)

FILM 3416 Summer Film Internship (6 credits)

DSGN 4036 Design Practicum (6 credits)

FILM 4100 Film Internship (3 credits)

### Student Information

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SURNAME

FIRST NAME

ID NUMBER

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Consultation with the Coordinator of Community Service Learning & Outreach Initiatives (Joann Reynolds Farmer)

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Initialed

### Placement Information

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ORGANIZATION NAME

ORGANIZATION TYPE

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CONTACT NAME

CONTACT TITLE

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STREET ADDRESS

CITY

PROVINCE / STATE

POSTAL CODE

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TELEPHONE

FAX

EMAIL

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Attach a one-page proposal for intention of work production during the community service learning initiative. Include an overview of the research, proposed itinerary and proposed goals for the course work.

**Confirmation of Placement**

**Division:**

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DIVISIONAL CHAIR SIGNATURE

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FULL TIME FACULTY NAME (PRINT)

FACULTY ADVISOR SIGNATURE

ORGANIZATION SIGNATURE

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STUDENT SIGNATURE

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# Internship / Community Service Learning

## Contract Agreement

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Student: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Expected Project Parameters: (project details along with how, where and by whom the project will be completed):

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Please note: Students are expected to complete 15 hours of work per week both onsite and off working on the project.

### Weekly Meeting Schedule:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |  |
|--------|---------|-----------|----------|--------|----------|--------|--|
|        |         |           |          |        |          |        |  |

Location(s): \_\_\_\_\_

### Mid Term and End of Term Grade protocol:

At mid term (7 weeks of a 14 week semester or 3.5 weeks of a 7 week semester) the faculty advisor will, in consultation with the organization supervisor, discuss the progress for the student and determine whether there are any concerns that may warrant a "mid term warning" notice for the student. It is important to ensure that any concerns are communicated to the student in a timely manner to ensure a valuable experience for all parties.

End of term (week 14 of a regular semester): the faculty advisor will determine a grade in consultation with the organization supervisor.

Chain of Communication: All concerns regarding the Internship / Community Service Learning experience should be communicated to the faculty advisor in a timely manner to ensure a valuable experience for all parties. Both the student and the organization supervisor shall contact the faculty member directly via phone and / or email.

Expectations

Student Conduct – Students are expected to conduct themselves in accordance with the student conduct policy established by NSCAD University. Please see the website and student handbook for details.

|  | Received and Reviewed (Initial) |                     |
|--|---------------------------------|---------------------|
| NSCAD Policy on Health & Safety                      | Student: _____                  | Organization: _____ |
| NSCAD Policy on Harassment & Discrimination          | Student: _____                  | Organization: _____ |
| Organization's Policy on Health & Safety             | Student: _____                  | Organization: _____ |
| Organization's Policy on Harassment & Discrimination | Student: _____                  | Organization: _____ |

Other relevant information regarding the parties (special needs or circumstances for consideration):

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All parties have read and understand the agreement. All relevant information regarding the Internship / Practicum / Community Service Learning placement have been communicated to all relevant parties.

\_\_\_\_\_  
Organization Supervisor (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Faculty Advisor (Print Name)

\_\_\_\_\_  
Signature

Attached: Confidentiality / Competition Agreement