

**Creative Arts Internship – CREA 397**  
Stetson University – Creative Arts Department

**Faculty Supervisor**

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**Outside Supervisor**

**General Description**

This course is used to provide college credit for Creative Arts majors or minors placed in internships where these students can apply elements of their education to a work place environment. Students must coordinate with both a faculty and outside supervisor to ensure satisfactory completion of both the school and employer's expectations. Emphasis will be placed on self-evaluation as students develop efficient work habits and personal observations on a real-world work environment.

**Credit Awarded**

Students may earn either 0.5 or 1.0 unit for a semester long internship. The primary factor in determining which is appropriate is the number of hours a student spends with the outside institution. According to the University catalog, "A full unit of internship credit requires a minimum of 140 hours and a half unit requires a minimum of 70 hours. These hours can be achieved through a combination of work hours and time spent on reflective assignments." Final authority on the amount of credit awarded will reside with the department chair.

To receive credit, students must complete all steps in the Academic Internship Course Registration process managed by Stetson's Office of Career and Professional Development. A complete list of [the steps involved can be found online here](#).

**Assignments**

At the conclusion of the internship, students must assemble and turn in a digital portfolio that documents and reflects on their work from the semester. For the most up-to-date guidelines on how to turn in your portfolio, [please consult these online directions](#). The portfolio must contain the following four elements in order to be considered complete.

1) *Blog posts* – Students must author regular blog posts to record their thoughts and reflections during the internship. To facilitate this, the faculty supervisor will provide students with access to the department's internship blog (found here: <https://www2.stetson.edu/creative-arts-internships/>). Suggested topics include descriptions of specific assigned tasks, assessment of working relationships, connections with classroom studies and ideas for future preparations before entering the workforce full-time. Students should write approximately one entry per week, with full unit internships requiring a minimum of 10 posts and half unit internships requiring a minimum of 5 posts. Each entry should be at least 250 words in length. All posts should be gathered into a single PDF file for inclusion in the portfolio.

2) *Final Reflection Essay* – Students must write a final reflection of their internship experience. This should act as a summary of their experiences and may draw from material previously written for the blog posts, provided it has been sufficiently refined (do not simply copy and paste!!!). The reflection must address primary responsibilities, ways their

education did or did not prepare them, things they wish they knew at the outset and skills they wish to develop further as a result of the experience. This reflection should be between 800 and 1000 words in length and included in the portfolio as a PDF.

3) *Letter from Outside Supervisor* – Students must request a sealed letter from their outside supervisor and present it to their faculty supervisor with the final portfolio. The letter should state the supervisor's position within the company, summarize his/her working relationship with the student intern, verify the responsibilities given to the student intern and comment on attributes they find commendable in him/her.

4) *Documentation of Work Completed* – Each student must provide representative media artifacts of projects in which he/she participated, especially elements for which the student was given direct responsibility. These should be non-text items that supplement the final reflection essay and may take the form of photos, audio, video or web sites, and should be in a permanent (offline) format. Except where approved by professor, all elements of the portfolio should be saved in common cross-platform file formats such as PDF, MOV, MP3, etc. Students are responsible for securing any necessary permission to use any media within their portfolio from their outside supervisor.

### **Grading**

Evaluation of the final portfolio will be the sole grade for this course, however incremental progress during the semester may be used as a factor in grading. The outside supervisor's evaluation will have no direct bearing on the grade received. Grading is solely at the discretion of the faculty supervisor.

Final grades for the course will be assigned using the following rubric. Each student is expected to send a short email to the faculty supervisor before the drop deadline confirming that this syllabus was read and that the student understands these expectations.

<b>Grade</b>	<b>Rubric</b>
<b>A</b>	Student met all requirements for B and at least TWO of the following: <ul style="list-style-type: none"><li>• consistently wrote weekly blog posts of exceptional quality</li><li>• wrote a final reflection essay of exceptional quality</li><li>• provided exceptional documentation of work completed</li></ul>
<b>B</b>	Student must satisfy ALL of the following requirements: <ul style="list-style-type: none"><li>• completed a minimum of 10 total blog posts (5 for half unit internships)</li><li>• wrote a final reflection essay of the quality expected for college students</li><li>• provided sufficient documentation of work completed</li></ul>
<b>C</b>	ONE or more of the following must be true: <ul style="list-style-type: none"><li>• completed between 6 to 9 total blog posts (3 or 4 for half unit internships)</li><li>• final reflection essay contains careless and sloppy writing</li><li>• outside supervisor letter was missing from final portfolio</li></ul>
<b>D</b>	ONE or more of the following must be true: <ul style="list-style-type: none"><li>• completed 5 or fewer total blog posts (2 for half unit internships)</li><li>• final reflection essay was missing from final portfolio</li><li>• documentation of work completed was missing from final portfolio</li></ul>
<b>F</b>	Student did not submit a final portfolio before the last day of scheduled exams for the term AND did not make alternate arrangements for portfolio submission.

### **Required Materials & Tools**

Stetson Email/BlackBoard account.  
Access to the internship blog.

### **Additional Disclaimers**

*Academic Honesty* – It is expected that each student will read and abide by Stetson University's honor pledge. This means not only that you are expected to abide by the statement yourself, but also that you will not tolerate in others actions that are contrary to the statement. Your presence here means that you are an integral part of the Stetson community that has agreed to be a community of integrity in all matters. Please note that the penalties for breaching this trust can be severe.

*Special Needs* – If a student anticipates barriers related to the format or requirements of a course, they should meet with the course instructor to discuss ways to ensure full participation. If disability-related accommodations are necessary, students must register with Academic Success through the Accessibility Services Center located at 209 E. Bert Fish Dr. (386-822-7127; <https://www.stetson.edu/administration/academic-success/>) and notify the course instructor of their eligibility for reasonable accommodations. The student, course instructor and Academic Success will plan how best to coordinate accommodations.

*Revisions* – This syllabus is meant to serve as an outline for the layout of this course. The instructor reserves the right to revise this syllabus should circumstances dictate a need. In the event of such revision, students will be informed of any changes in writing.