

O'Neill

Lead for the Greater Good

O'Neill School of Public and Environmental Affairs Practicum in Arts Administration - AADM-Y 550 Process and Guidelines

Practicum Component

The practicum component of the MAAA degree focuses on building your professional portfolio by adding variety and depth to your arts administration skill set. You may choose to complete hands-on managerial and administrative work, participate in cultural policy projects and research opportunities, and/or expose yourself to new areas of arts administration through shadowing, trainings, workshops, etc. You have the freedom to design and complete these projects and experiences at multiple organizations in various content areas of arts administration (i.e. development, event planning, marketing, curating, etc.) - - and to make choices that best fit your schedule and career goals. It is required that you complete and participate in at least 150 hours of project-based work or experiences prior to your graduation. All practicum work and experiences should be determined in collaboration with practicum instructor, Megan Starnes.

The practicum component will be considered complete when you have completed three credits of practicum work, submitted all corresponding paperwork, and attended mandatory class sessions throughout the first three semesters enrolled in the MAAA program.

Guidelines for International Students:

International students of the MAAA Program are required to apply for Curricular Practical Training (CPT) via electronic request to the Office of International Services (OIS) prior to completing off-campus practicum work. (Note: Off campus work will not be permitted during the first academic year.) For more information on CPT, please see the OIS website for more information:

<http://ois.iu.edu/living-working/employment/fl/curricular.html>.

Practicum Process

Hands-on Projects

Instructions for completing hands-on, managerial and/or research projects (worth 1 credit each) are outlined below.

1. Find a Practicum Project

Available practica will be posted to Canvas and/or to the O'Neill Career HUB. For a complete list of art partners, please see the "Arts Partners Contact" file in Canvas or visit the MAAA website: <https://spea.indiana.edu/masters/degrees-certificates/arts-administration/requirements.html>. You are free to contact them at any time. You are also welcome to contact organizations outside of this list.

2. Contact the Arts Partner/Organization

Make contact with the arts partner and agree on a project timeline. You are responsible for professional communication and establishing a working relationship with the arts partner.

3. Submit a Practicum Proposal

Practicum projects are subject to approval and should not be started until authorization is given. To submit a practicum proposal, please visit the following website:

<https://oneill.indiana.edu/specforms/masters/proposal.html>

4. Complete the Practicum

You are responsible for tracking your hours; each project must involve approximately 50 hours of experience. You will not be asked to submit a timesheet, but keep in mind that projects must be substantive and add depth and variety to professional portfolio.

5. Submit Self-Evaluation and Email the Supervisor Evaluation to your supervisor

Please visit the following website to complete the Self- and Supervisor Evaluations:

- <https://oneill.indiana.edu/specforms/masters/practicum-student-eval.html>
- <https://oneill.indiana.edu/specforms/masters/practicum-supervisor.html>

Professional Development Experiences

You may choose to complete your hours in a variety of ways. In addition to completing a defined project with an arts organization, students may also:

- Serve as a contributing member on a non-profit board
- Attend arts leadership and management conference(s)
- Participate as a grant panelist
- Complete job shadowing experiences with an arts administrator(s)
- Participate in a five-week series on Leadership, offered by The O'Neill School
- Design and propose an experience that will benefit your future career as an arts manager

Students wishing to complete experiences above in place of defined projects must meet and discuss with Megan Starnes. In addition, students will be required to reflect on the above experiences through either a) a reflection journal or b) blogging for the Career Hub's Creative Arts Engagement blog in order to meet the required amount of practicum hours.

For further advising on the practicum component, please make an appointment with Megan Starnes – merflynn@indiana.edu.