Graduate Program in Arts Administration

Internship & Graduation Packet

The information on the following pages has been specifically adapted for students in the Graduate Program in Arts Administration. Please do not use the Graduate School Thesis and Dissertation Guidelines for reference, as we are a Non-Thesis Master’s Program. The information is for the student’s benefit and convenience, but its accuracy is not guaranteed. For clarification, questions or concerns, contact the Graduate Assistant office at any time at:

artsadm@uno.edu or (504)280-7134
Introduction

Each student is required to complete an internship with an Arts Organization. The internship requires the student to work 480 hours, or the equivalent of three months full-time employment, to be approved at the discretion of the Program Director and Major Professor. The internship may be with an organization located either within the New Orleans metro area, or in another location. The Arts Administration Office will assist you with locating internship possibilities. A student may accept internships that provide stipends, travel expenses, housing and/or reimbursements. A student may not accept an internship at any organization where he/she has previously been or is currently employed (including Practicums).

After negotiating the terms of the internship with the organization, the student should confer with his/her advisor to get approval to proceed with the paperwork. A student must submit a written Proposal, providing the purpose of the internship, the student’s responsibilities, supervision, and expected contribution in an approved format to the host organization, his/her Major Professor, and the Program Director. Writing style will be considered in the evaluation of the proposal. Upon approval, the Internship Agreement form will be signed by the Student, the Host Organization Supervisor, the Major Professor, and the Program Director and submitted along with the Proposal (with the Internship Proposal Cover Letter as a cover sheet) and the Committee Agreement (see next section) form.
Paperwork & Deadlines

**Students must have:**

1. the internship proposal and agreement approved by the program director before the student is allowed to register for AADM 6990 (Internship).
2. passed **all** sections of the Comprehensive Exams before they will be allowed to register for AADM 6990 (Internship).

**Paperwork Breakdown**

Below is a breakdown of all paperwork associated with the Internship. Please be aware that a more detailed explanation of several of these subjects can be found in the sections to follow.

The student is responsible for assuring that all necessary paperwork reaches the Arts Administration office by the administrative deadline. While it is understood that internship start and end dates do not necessarily correspond to the university’s semester schedule, failure to do abide by university deadlines could result in the alteration of the student’s enrollment semester or graduation date.

The forms detailed below are meant to keep the student, internship organization/supervisor and defense committee informed and are for the aforementioned parties’ convenience as much as they are for office records. Please read everything completely through, and many questions you might have will be answered. It is the student’s responsibility to assure that all parties read and thoroughly understand all documentation.

Most of the internship paperwork mentioned on the following pages can be found on the AADM “Resources for Current Students” page in the Master’s Program section of the program website (www.uno.edu/artsadmin). It is also available in the “Internship Packet” (pg. 33).

Due dates for specific forms will be communicated as soon as they become available. Deadlines are also always listed on the Graduate School website.
<table>
<thead>
<tr>
<th>Internship Document/Action</th>
<th>What is it? Where does it go?</th>
<th>When is it Due? (exact due dates vary but will be communicated when available)</th>
</tr>
</thead>
</table>
| (1) Internship Agreement                      | A form detailing the facts of the student’s internship and verifying that all parties understand the requirements and commitment involved in the subsequent internship.  
  - It is recommended that all parties signing this document read it very carefully. | Before the semester in which the student wishes to enroll in AADM 6990 (Internship).  
  Student cannot enroll in AADM 6990 without this document on file. |
| (2) Internship Proposal*                     | An outline of your proposed internship duties, as discussed between the student and the internship organization/supervisor.  
  - Should be addressed to your major professor.  
  - Your major professor and the Arts Admin Dept. should each receive a copy. | Before the semester in which the student wishes to enroll in AADM 6990 (Internship).  
  Student cannot enroll in AADM 6990 without this document on file. |
| (2.5) Proposal Cover Letter                  | A cover letter for the Internship Proposal.  
  - Is submitted with the Proposal, and is essentially a portion of the Proposal.  
  - Should be addressed to your major professor, from the student.  
  - Your major professor and the Arts Admin Dept. should each receive a copy. | Before the semester in which the student wishes to enroll in AADM 6990 (Internship).  
  Student cannot enroll in AADM 6990 without this document on file. |
| (3) Letter of Offer from the Internship Organization | A formal letter from the Internship Organization, addressed to the student, offering an internship position for an appointed amount of time, for the 480-hour required time commitment.  
  - A copy of the letter should be kept by the student and a copy should be given to the AADM office. | As soon as the student is offered and accepts an internship position. |

Please note, the student cannot enroll in Internship without completing and submitting forms 1-3.
| (4) Committee Agreement | A form signed by the student and all three committee members, verifying an understanding of responsibilities and deadlines.  
- One copy to each signing party, and one to the AADM office.  
- Should be read **very carefully** by all signing parties (student, major professor and committee members). | Ideally, this form should be received before beginning the internship. |
|---|---|---|
| (5) Midterm Report | A document filled out by the student evaluating the internship thus far.  
- This document is for future students as much as for the student in the internship. The AADM Program wants to know that you’re getting out of it everything that you were supposed to be!  
- Submitted to the AADM office. | At approximately 240-hours into the internship commitment.  
**Students are strongly encouraged to have begun serious documentation of their internship** |
| (6) Supervisor Evaluation | A short report written by the supervisor at the Internship organization evaluating the student’s performance and adherence to the internship agreement.  
- Submitted to the AADM office. | At or near the completion of the 480-hour work commitment. |
| Communication of Defense Date to AADM Office | Not a form, but an action. All committee members must agree with the student on a date to defend the Internship Report. Once that date is agreed upon, the student must tell the AADM office so that a room can be reserved.  
- The sooner you start trying to organize a defense date, the better off you’ll be. Many faculty members serve on multiple committees and have many time commitments.  
- If you need a room with a conference call-capable phone, please tell us as soon as you know so that we can make appropriate arrangements. | There will be two deadlines related to this each semester. One will be a deadline of the last possible day to hold the defense and graduate in a specific semester. The other is a date preceding that deadline, by which time the student must have told the AADM office when the defense will be held.  
Please note: you cannot reserve the room for your defense without completion and submission of forms 4-6. |
| Provide a defensible copy of the Internship Report to the Major Professor | Defensible. Meaning a finished copy, approved by the Major Professor, to be presented at the Defense. This should not be the first time your Major Professor sees your report. You should have been communicating throughout the time the paper is being written.
- The Major Professor (a.k.a. Committee Head) should suggest changes/edits throughout the writing process. | Three weeks before the defense date. |
| Provide a copy of the Internship Report to the other two committee members (readers) | If your Major Professor suggested changes to the version they received a week before this deadline, make certain that the changes are reflected in the copies provided to your other committee members.
- Changes should not be made to the report between the time copies are given to the committee members and the defense date, to assure that all parties are addressing the same version of the document. | Two weeks before the defense date. |
| Four (4) signed copies of the Master’s Examination Report | A form verifying the approval of the Internship Report and successful completion of the defense.
- One copy should be bound to the final copy of the Internship Report, in the back of the document.
- The other three copies should be handed to the AADM office.
- The copy bound to the report and the copies given to the AADM office do not need the signature of the Executive Director of Graduate Programs. The AADM office will take care of that. | Approximately three weeks before the end of classes for the semester. |
| One (1) bound, approved final copy of the Internship Report | With one of the 4 signed copies of the Master’s Examination Report bound in the back of the document!
- It is the student’s responsibility to get this to the AADM office before the stated deadline. | Approximately three weeks before the end of classes for the semester. |
| **One (1) PDF of the final, approved report burned to a CD** | Burn a copy of the final, completely approved report to a CD in PDF form. This is what will be uploaded to Scholarworks and viewable on the Earl K. Long Library website. You will not get the CD back.  
- The AADM department will get the disc to Scholarworks for you. Do not try to upload the document yourself.  
- It is the student’s responsibility to get this to the AADM office before the stated deadline. | Approximately three weeks before the end of classes for the semester. |
| Please do not use the Graduate School Thesis and Dissertation Guidelines for submitting your report, as we are a Non-Thesis Master’s Program. | **Caution**: Scheduling everything related to the internship and defense must be done carefully. It is suggested that the student use a calendar and work backwards, mapping out specific dates. Schedule your oral defense as early as you can, so all of the appropriate deadlines can be met without stress. The student should try to arrange to be on campus during the final stages of the report so that he/she may personally attend to the numerous details connected with the completion of the report. |
The Committee

The defense committee should be selected at the same time you are organizing your internship proposal. The Committee Agreement Form must be submitted along with your Internship Proposal.

The committee must contain three members:

One (1) Major Professor (MP) - Chair of the committee.
- A.K.A. Committee Head.
- This person works with you closely during the internship report writing process.
- The MP may be either Full or Part-time UNO graduate faculty.
- It is helpful to choose an MP who is familiar with you and the type of organization at which you are going to intern.

Two (2) Readers
- These two people will participate only in the reading of your final draft once it has been deemed defensible by your MP.
- The readers may be either Full or Part-time UNO graduate faculty or a professional from the community.
- You may ask any graduate faculty member you have had for any class here at UNO to serve as a reader on your committee, but may not be employed by the internship organization.
- When choosing a professional from outside the University, you will need to have your selection approved by the Program Director first.

Caution: Do not expect the members of your committee to be available at all times. Service on a graduate committee may represent professional overload, and many professors are not on duty during the summer session. A student is expected to adapt his/herself to the schedule of the graduate committee and to allow the committee ample time for evaluation of work.
During the Internship

During the internship, it is expected that the intern will contact the Major Professor regularly to discuss the progress of the internship. If there are any major problems with the internship or if the responsibilities are not those expected, the intern should contact his/her advisor at UNO immediately. Any deviations from the internship proposal are to be discussed and necessary changes agreed upon by the student, Major Professor, Director, and Supervisor, as appropriate.

It is the student’s responsibility to meet deadlines, provide requested documentation and to have regular and open communication with the major professor. Failure to meet deadlines, provide requested documentation, turn in the mid-term evaluation and/or communicate with the major professor will jeopardize the internship grade and date of graduation.

When the proposal is presented to the major professor, the student must make an appointment with the major professor to determine deadlines in order to meet the student’s target graduation date as well as to review the citation style and report format. The major professor and the student can determine a calendar of deadlines for the following:

- Journal updates
- Citation style
- Report format
- Mid-term host organization report
- Drafts and/or sections of the report for editing and review

The student is urged to maintain a detailed journal during the internship period and to consult his/her Major Professor and Program Director for guidance and recommendations concerning the preparation of the Internship Report.

Caution: Even with the precautions taken to provide for a stimulating and academically meaningful internship, not all internships are equally productive. It may happen that the “fit” between the student and the organization is not ideal, or that problems in the organization prevent an ideal learning experience. Discussion with the Major Professor and Program Director may help to prevent some problems from becoming serious. Even where problems are encountered, however, it is important to note that an objective, academically oriented discussion of them, coupled with meaningful recommendations, will still lead to a profitable learning experience.
The Internship Report

Arts Administration students complete their degree by submitting a substantial analytical report at the conclusion of the internship. This report is considered the major final project and is the student’s most significant opportunity to demonstrate a mature grasp of the central issues in arts administration, a sound working knowledge of basic management concepts, and the ability to function creatively and constructively in the field. In addition, the report is a prepared, well-written document worthy of an advanced degree.

Note: You might hear this referred to as the “thesis”. This is, in effect, a nickname for the Internship Report. The Graduate Program in Arts Administration is a Non-Thesis program. The Graduate School requires a Master’s Examination from each student in every graduate program, and Arts Administration’s Master’s Examination is the defense (pg. 54) of the Internship Report.

The Internship Report is essentially a highly specialized paper worthy of a master’s degree. It is expected that the internship report will both report on the internship and provide an academic analysis of what the student has observed and learned about the organization and its function. The student will support the analysis and recommendations with pertinent quotes from the leading literature (articles, texts, manuals, interviews, etc.), that demonstrate that the student has been able to apply the methods and concepts learned in the Arts Administration program.

While a report is intended to explain on the student’s responsibilities at the internship, it is also a "Consultant’s Report" of the strengths and weaknesses of the organization and recommendations to remedy the weakness, or to praise the strengths using the texts and literature in the field to support the observations and conclusions. The student is to think of him/herself as an expert in the field of Arts Administration and analyze the operations of the host organization as if he/she were hired to recommend solutions to the problems. Whatever work the intern is given, the student is to observe the organization and research its basic documents, public statements, mission, and effectiveness of projects in order to write an Internship Report worthy of a Master’s degree.

The precise content of the student’s report will depend upon the nature of the internship. The following outline will serve as a general guideline to the paper’s format.

- A profile of the arts organization at which the internship was performed (its mission, general management structure, funding, programs, goals, etc.).
- A description of the internship, which should include specific tasks, responsibilities, and offices or departments to which the intern was assigned.
- A S.W.O.T. analysis of issues both internal and external to the organization: strengths, weaknesses, opportunities and threats to functioning and/or problems identified during the internship.
- Research to determine what constitutes “Best Practices” of your organization type. References to the current academic literature, with a corresponding bibliography and
“work cited” in an approved academic format (MLA is an example). The citation style must be determined and declared to the major professor BEFORE the report is written.

- Choose an organization similar to the one in which you are interning and describe what “Best Practices” are used in that organization, and how they compare to your organization.

- The intern’s recommendations for the improvement of the situation or resolution of the problem and an outline of the steps required to implement the recommendations. The student should be addressing 5 basic areas: management, marketing, development, legal applications and financial management. If a subject is not covered in the report the student must explain why the subject is not applicable to the organization. The coverage of each subject must be analyzed through the expert literature in the subject.

- A discussion of the short- and long-range effects of the intern’s contribution to the organization, with particular emphasis placed on the results of any recommendations, which were implemented by the organization.

Additionally, if the student is interning at a **for-profit non-government organization**, the following should be considered:

- **Management structure**: Devise and include a hierarchical table or organization, showing all management positions by title and showing who reports to whom. Include a narrative discussion of the perceived logic of the management structure and suggestions and recommendations for how the structure might be improved. This component will enable the student to understand and explain how the business is organized and operates from the standpoints of decision-making, duties, responsibilities, and distribution of overall duties and responsibilities.

- **Financial profile of the organization**: Include a description, with narrative and visuals (tables, charts, bullet lists) showing the categorical sources of all revenues that the business generates, whether from contracts or sales of goods and/or services. Where possible, include quantitative information for each category, showing annual and quarterly or monthly revenue amounts for a recent time period, preferably the last full calendar year or most recent 12 months. This component will enable the student to focus on the most important financial consideration: revenues.

  Similarly, include a description, with narrative and visual (tables, charts, bullet lists) showing operation expenses of the business for the same time period as used for revenues. The narrative should reflect the student’s grasp and understanding of the nature of all operating expenses and their relative importance to revenues and the ability of the business to achieve a profit after covering all operating expenses. This analysis should be performed on a cash-flow basis, showing actual cash-in and cash-outs. This component will enable the student to focus on the overall importance of financial results—net profits and cash flow.

- **Business Viability**: Include objective and subjective analyses of the business’ financial viability, by narrative comment about its ability to sustain revenues and contain expenses. In other words, commentary by the student on his/her perceptions of the stability of financial operations—revenues, expenses, net profit, and cash flow. This
component will enable the student to apply academic learning and on the job observations and experiences to understand and explain his/her suggestions for improved financial results from the business’ activities.

The student is free to disagree with the experts, and/or to present conflicting opinions, but the student must start with the literature and then proceed with the analysis. In all cases, the committee is looking for the student’s critical thinking and problem-solving skills as applied to the workings of the host organization.

If the student wishes to include internal documents from the Host Organization as appendices, the Host Organization must approve the use of their documents for this purpose.

The information in all internship reports will be made public and accessible to anyone with an internet connection. Please discuss this with your organization and keep this in mind while creating your report.
Formatting the Internship Report

The following pages outline the UNO Graduate Program in Arts Administration formatting requirements for all reports submitted in partial fulfillment of the requirements for Master’s degrees.

For questions and clarification, contact the Arts Administration office at: artsadm@uno.edu or (504)280-7134.

Do **not** use the UNO Thesis and Dissertation Guidelines to learn how to format your Internship Report. The AADM Program is a **non-thesis program** and the guidelines for Thesis and Dissertations differ in many ways. In addition, please do not use past Internship Reports as reference for formatting your report. There is a good possibility that the formatting rules followed by those past authors have since been updated.

**Things you should know before you submit your report**

**Student Responsibilities**

Each candidate for commencement is responsible for meeting the requirements of the University and his/her supervisory committee. In addition to following the format requirements in this Handbook, students should familiarize themselves with the various forms and due dates required for the completion of a graduate degree.

The student is **NOT RESPONSIBLE** for uploading the digital copy of their report to Scholarworks. A CD with a PDF copy of the report should be given to the Arts Administration Office, at which point AADM will get the report to Scholarworks on your behalf.

**Committee Responsibilities**

A student’s chair and committee are responsible for the evaluation and approval of the style and content of the student’s manuscript. Signatures of the committee on the Master’s Examination Report must be received before a manuscript will be approved by the Graduate School.
# Organization/Sequence of the Report

Items in **bold** are required. Other items are optional, but must remain in the below sequence.

<table>
<thead>
<tr>
<th>Item</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Page</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td>• Counted as page “i”, but not numbered.</td>
<td></td>
</tr>
<tr>
<td><strong>Copyright</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td>• If included, it should be labeled page “ii”</td>
<td></td>
</tr>
<tr>
<td><strong>Dedication</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>Acknowledgement</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>Foreword</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>Table of Contents</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>List of Figures</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>List of Tables</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>List of Illustrations</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td><strong>Abstract</strong></td>
<td>Front Matter</td>
</tr>
<tr>
<td>• The abstract page(s) are the last numbered with small roman numerals.</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Body</td>
</tr>
<tr>
<td>• Could be Chapter 1; should begin on numbered page “1”</td>
<td></td>
</tr>
<tr>
<td><strong>Body of Report</strong> (Chapters, etc.)</td>
<td>Body</td>
</tr>
<tr>
<td>• If there is no Introduction, it should begin on numbered page “1”.</td>
<td></td>
</tr>
<tr>
<td>• Format of the Body is not required to be “Chapters”.</td>
<td></td>
</tr>
<tr>
<td><strong>References/Bibliography</strong></td>
<td>Body</td>
</tr>
<tr>
<td><strong>Appendix/ces</strong></td>
<td>Back Matter</td>
</tr>
<tr>
<td><strong>Vita</strong></td>
<td>Back Matter</td>
</tr>
<tr>
<td>• Always the last page in the written document</td>
<td></td>
</tr>
<tr>
<td><strong>Signed copy of the Master’s Examination Report</strong></td>
<td>Other</td>
</tr>
<tr>
<td>• This is not a section of the report to be written. Rather, it is a document that must be attached to the rest of the report in the final printed version of the report. For an explanation of the Master’s Examination Report, please see the AADM Student Handbook.</td>
<td></td>
</tr>
</tbody>
</table>
Page Numbering

- Title Page: the only unnumbered page (counted as page “i” but not numbered)
- All pages other than the title page must be numbered.
- All page numbers should appear at the bottom center of each page.

Two numbering formats are **required**.

1. Each section after The Title Page through the Abstract (everything considered “Front Matter” must be numbered using small roman numerals (ii, iii, iv, etc.)
2. Numbering restarts beginning with the Introduction (if an Introduction is not included, beginning with the Body) with Arabic numerals (1, 2, 3, etc.). The first page of the Introduction (or Body) should be numbered “1”. Numbering should continue through the “body” to the Vita.

**Formatting Tip:**
To keep the different sections within one document, you can use **Section Breaks**:

1. With your cursor on the last page of the first section (usually the Abstract page) In Word 2007, select Page Layout tab.
2. Click Section Breaks > Next Page.
3. Now select the Insert tab.
4. Click on the drop-down menu to the right of Page Number> Bottom of Page> Plain Number 2.
5. Select Format Page Numbers. If you are inserting page numbers for the first page after the front matter (page 1) you must deselect “Continue from Previous Section” and select Start at ”1”.

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**Spacing**

Reports must be double-spaced with the following exception:
The Title Page, Table of Contents, Table and Figure Captions, Footnotes and entries in the Reference must be single-spaced. Paragraph Indentation must be 0.5” or 0.7”.

Widows (the last line of a paragraph typed as the first line of a new page) and orphans (the first line of a paragraph as the last line of a page) are **not** permissible.

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**Font**

A uniform font style should be consistent throughout the report. The body of the report must be written in a 12pt font. The maximum font size is 16pt (i.e. for headings) and the minimum is 10pt (i.e. for footnotes). Script fonts are not acceptable.

Italics may be used for subheadings, scientific terms, foreign words, and special emphasis or for citing titles of published works. Some fonts convert to PDF more easily than others. Please test this conversion **before** attempting to prepare the final, digital version of your document.
Margins
All margins should be set to 1” (left, right, top & bottom). Left justification is required. Charts, graphs, tables, and illustrations must adhere to the required margin settings as well.

Formatting Tip:
The default setting in MS Word is not 1”. You may have to re-set the margins. In Word 2007 go to Page Layout > Margins to select the margins. In Word 97-2003 go to File>Page Setup to change the margins.

Headings and Subheadings
The headings must be identical in font style, font size, placement, and style of capitalization and used consistently throughout the document.

Headings and subheadings may be in bold print and have a larger size font. Font size may not exceed 16-point. The font size and heading level correspond in a descending order (e.g., first-level heading has largest font size, etc.).

First-level headings (e.g., Acknowledgements, Table of Contents, List of Tables, List of Figures, Abstract, Introduction, Chapters, Bibliography, Appendix, Vita) must begin on a new page.

Double-spacing twice after a first-level heading, before footnotes, and before and after tables is permitted. Do not add extra space before or after subheadings. Running headers or footers are not permitted.

You may choose from APA, MLA or Chicago style formatting. The formatting style you choose must be used consistently throughout the report.

Title Page (required)
The Title of the manuscript must be in upper and lowercase letters, begin at the 1” top margin and not be in bold.

The degree listed must correspond to the official Arts Administration degree awarded by UNO as listed in the University Catalog.

Example degree listing:

Master of Arts
in
Arts Administration

The layout of the Title Page must follow the example (on the next page) exactly.
Example Title Page

(1-inch margin)
Title - (do not use bold or italics)
(6 blank lines)

An Internship Report
(6 blank lines)

Submitted to the Graduate Faculty of the
University of New Orleans
in partial fulfillment of the
requirements for the degree of
(6 blank lines)

Master of Arts
in
Arts Administration
(6 blank lines)

by
(1 blank line)
Jane Doe
(1 blank line)
B.X. State University, 20XX
(1 blank line)
May (or August or December), 20XX

- You are only listing degrees awarded prior to your MA in Arts Administration from UNO
- The last line is the date of graduation, and coincides with the month in which the degree is awarded (May for Spring, August for Summer and December for Fall).
Table of Contents (required)

The Table of Contents should list and identify all items that follow the Table in the manuscript, including appendices.

Example Table of Contents

<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Figures ................................. iii</td>
</tr>
<tr>
<td>Abstract ........................................ iv</td>
</tr>
<tr>
<td>Chapter 1 ........................................ 1</td>
</tr>
<tr>
<td>Introduction ...................................... 1</td>
</tr>
<tr>
<td>Themes ............................................ 2</td>
</tr>
<tr>
<td>Chapter 2 ........................................ 5</td>
</tr>
<tr>
<td>Chapter 3 ........................................ 8</td>
</tr>
<tr>
<td>References ....................................... 11</td>
</tr>
<tr>
<td>Appendices ....................................... 12</td>
</tr>
<tr>
<td>Appendix A: example.mpeg ....................... 13</td>
</tr>
<tr>
<td>Vita ............................................... 14</td>
</tr>
</tbody>
</table>

ii

Formatting Tip:
Do not manually type in the dot leaders! Use the instructions below to get a clean right margin.

In Microsoft Word:
1. Begin with a new page or remove previous formatting.
2. Set top, right and left margins.
3. At the top margin, center “Table of Contents”.
4. Left justify the cursor on the next line of text. Type the title of your first page. (FOREWORD, LIST OF FIGURES, etc.)
5. With the cursor at the end of the word, set a tab stop by choosing Home>Paragraph>Tabs from the menu. In the Tab Stop Position window, type in the Default Tab Stops windows, type in 0. Set the Alignment to Right and choose Option 2 under Leader. Click OK.

6. With the cursor at the end of the word, press the Tab key. With the cursor now at the right margin, type in your page number and hit return. (Make sure you’re using the correct numbering format).
7. For each subsequent heading, simply type in the title at the left cursor, tab over to the right and type the corresponding page number.
8. If you have subheadings to indent from the left, you will need to space over to the correct point. Be sure all subheadings are aligned to the same point.
**Lists of Figures, Tables or Illustrations**
If a figure, table or illustration is included in your manuscript a List should be provided. Lists should be formatted exactly like the Table of Contents (with page numbers aligned to the right margin).

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**Nomenclature and Abbreviations**
It may be necessary to provide a list of nomenclature or abbreviations utilized in your manuscript. It should follow the Table of Contents and precede the Abstract.

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**Abstract (required)**
The abstract is intended to function as a summary of the content to be discussed in the body of the report. The maximum amount of words for an abstract is 150.

The Abstract is the last page in the manuscript to be paginated with a small roman numeral.

Keywords (words or short phrases for indexing and database access) are required to be listed at the bottom of the Abstract page.

**Sample Abstract**

<table>
<thead>
<tr>
<th>Abstract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following the logic of Fernando Pessoa’s semiheteronym, Bernardo Soares, the artist renders in a visual image the sensations of his emotional state. “I compose landscapes out of what I feel”, he declares, while simultaneously conveying the reader into his own physical landscape of the streets of Lisbon. The state of the self is reflected in the spaces that are inhabited, sought, created and reflected by the various personae represented in works by Rousseau, Pessoa and Lispector.</td>
</tr>
</tbody>
</table>

Keywords:
- Comparative Literature, Portuguese, Brazilian Portuguese, Romanticism, *Julie, or the New Heloise, Livro do dessassossego*
Preface, Prologue, or Introduction
This should be the first page of the manuscript to be paginated with Arabic numeral “1”.

Vita (required)
Your vita, which is always the last page of the report (following any appendices), is a brief biographical sketch typed in paragraph format and written in the third person. It should not be confused in content or format with your Curriculum Vitae or résumé.

Sample Vita

<table>
<thead>
<tr>
<th>VITA</th>
</tr>
</thead>
<tbody>
<tr>
<td>The author was born in Shreveport, Louisiana. She obtained her Bachelor’s degree in chemistry from Louisiana State University in 2005. She joined the University of New Orleans chemistry graduate program to pursue an MA in Arts Administration, and became a member of Professor Zeev Rosenzweig’s and Professor Matthew Tarr’s research groups in 2005 and 2007, respectively.</td>
</tr>
</tbody>
</table>

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Footnotes
- If footnotes are used, they can be placed either at the bottom of each page or grouped at the end of each chapter as end notes.
- If put at the end of the chapter the subheading “End Notes” should provide the title for the section. This does not begin a new page. Single-space the end notes with double space between entries. Inclusion of End Notes does not preclude a Bibliography. Footnotes may be numbered consecutively throughout the manuscript or they may begin with 1 within each chapter.
Tables & Figures

*Do not group tables, figures and illustrations at the end of a chapter or the document.*

- The format chosen for table and figure titles must be used consistently throughout the document.
- Tables and figures must conform to the 1” margins.
- Captions may be single-spaced and smaller in size, but **no smaller** than 10 pt.
- If a table is longer than a single page, a notation that states either “(table continued),” “(table XX continued),” “(table cont.),” or “(table XX cont.)” is **required**. The complete caption appears only on the first page at the top of the table.

Tables and figures not critical to the manuscript may be placed in an appendix. These tables and figures may be reduced to fit on one page as long as they are legible.

---

Landscaped Pages

Landscaped pages should be formatted for screen viewing and remain landscaped in the PDF file. The pagination should also be oriented for the screen and not for print.

---

Illustrations

It is possible within an Electronic version of the Internship Report to include original research elements. Students are encouraged to take advantage of this aspect of electronic documentation. Digital photographs, screenshots, video images, and short audio clips are just a few of the types of supplementary materials that can be included in an electronic manuscript.

If needed, a separate *List of Illustrations* should follow the *Table of Contents*.

If included, these items must be in one of the following formats:

<table>
<thead>
<tr>
<th>Images</th>
<th>JPEG (.jpg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDF (.pdf -Use Type 1 Postscript Fonts)</td>
</tr>
<tr>
<td></td>
<td>GIF (.gif)</td>
</tr>
<tr>
<td></td>
<td>TIFF (.tif)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Video</th>
<th>Apple QuickTime (.mov)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Microsoft Audio Visual Interleaved (.avi)</td>
</tr>
<tr>
<td></td>
<td>MPEG (.mpg)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio</th>
<th>AIF (.aif)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CD-DA</td>
</tr>
<tr>
<td></td>
<td>CD-ROM/XA</td>
</tr>
<tr>
<td></td>
<td>MIDI (.midi)</td>
</tr>
<tr>
<td></td>
<td>MPEG-2</td>
</tr>
<tr>
<td></td>
<td>SND (.snd)</td>
</tr>
<tr>
<td></td>
<td>WAV (.wav)</td>
</tr>
</tbody>
</table>
Defense Process

An oral defense of the report before the student’s graduate committee is required. The student must coordinate with his/her committee to schedule the date of defense. The date of this deadline should be determined at the beginning of the anticipated semester of graduation, and the student must be physically present for the defense. (See Paperwork and Deadlines – pg. 35). The oral defense must take place before the semester deadline for Non-Thesis Master’s Examinations, with time allowed to make additional revisions following the defense. Defense deadlines are scheduled by semester and will be emailed to you by the Arts Administration Office when the dates are confirmed. If the defense takes place after the deadline, then the student will graduate the following semester.

Though some Major Professors prefer a phased submission of the report in a chapter-by-chapter format, the student must submit the final, complete rough draft to the Major Professor no later than three weeks before the scheduled defense date. Upon approval by the Major Professor, the paper is to be distributed to the other committee members in final form no later than two weeks prior to the oral defense date.

After the oral defense, members of the student’s graduate committee vote to accept the report as is, accept the report with revisions, or reject the report entirely. If revisions are required, the student must complete them in time for approval by his/her graduate committee before the deadline for turning in internship reports. At the time that the student’s internship report is approved, members of her graduate committee will sign the report forms in black ink. These forms are to be provided by the student for the committee, and turned into the AADM office or the Major Professor by the stated deadline determined by the College. This form is titled Non-Thesis Examination Report, and has blank lines for approval from your major professor, examination committee and Dean of the College.

Students are required to submit the final copy of the report to the graduate committee for approval BEFORE having additional copies printed.

Two final copies of the report, together with the original Non-Thesis Examination forms, must be submitted to the Arts Administration program office before the calendar deadline. One copy of the report is to be spiral bound (with one Non-Thesis Master’s Examination Report bound in the back of the document). Plastic covers are perfectly acceptable. The second copy must be submitted on a disc in PDF format. This copy will be uploaded onto the library’s online catalog. Students are responsible for all printing expenses.

Once it is submitted, your report will be public. It will be available for anyone with an internet connection to view at any time. Please keep this in mind when writing your report. This also means there are sample copies of previous Internship Reports in the Arts Administration office, if you would like to view them or check them out. Be sure you call before you come to the office to review any report. Reports are also located at the library and can be searched for online at: http://scholarworks.uno.edu/aa_rpts/.
Graduation
As soon as you begin to have an idea of the semester in which you will graduate, you need to communicate this to the AADM office. Once your intended graduation is recorded by the AADM office, you will be added to the email groups for paperwork reminders and important dates. Even if you are not 100% certain that you will graduate, please tell AADM anyway. You can always be removed from the list later, and it’s easier than scrambling to catch up later on.

Direct Excerpt from Graduate School literature:
The semester of graduation requires attention to several deadlines and procedures. Besides meeting all academic requirements of your program, the following must also be completed:

- Degree plan, i.e., Candidate Plan of Study must already have been approved in an earlier semester.
- Enrollment in the University is required.
- You must have completed the Application for Degree with the Registrar’s Office (http://registrar.uno.edu) and paid your diploma fee and the processing fee. If you do not graduate the semester you initially pay your graduation fees, you will need to complete a new Application for Degree the next semester.
- You must file by the published deadline the Masters Examination Report.

Final Checklist
Before graduation, all criteria must be met:

- Currently enrolled
- Forms submitted by deadline
- Diploma fee paid
- Internship Report approved by committee
- Final two copies (both digital and printed) delivered to the AADM Office
- Name and title match on Title Page and Master’s Examination Report
- No pages missing
- Table of Contents lists accurate page numbers
- Table of Contents lists all supplemental material
- Font sizes are no larger than 16pt and no smaller than 10pt.
- Font style is consistent
- Electronic File labeled: year_degree_lastname_firstname
- Appropriate approval and permission letters inserted (IRB/Copyright)
Graduation Paperwork & Timelines

<table>
<thead>
<tr>
<th>Document</th>
<th>What is it?</th>
<th>When is it Due?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate Plan of Study</strong></td>
<td>A record that is kept by the department and Grad School detailing the sequence and grades of the graduate courses taken.</td>
<td>Before the beginning of the semester in which you plan to graduate.</td>
</tr>
<tr>
<td>(see next page)</td>
<td>● This is a record of all graduate-level courses. All of the graduate-level courses taken (not just AADM) and no undergraduate level courses should be listed.</td>
<td>Ex: August 1, 2013 for Fall 2013 graduates.</td>
</tr>
<tr>
<td>Found on the UNO Grad School Website</td>
<td>● Include AADM 6990. If the course is in progress, leave the grade blank. If there is an outstanding I-grade, list “I”.</td>
<td></td>
</tr>
<tr>
<td>Link: <a href="http://www.uno.edu/grad/documents/candidaterepos.pdf">www.uno.edu/grad/documents/candidaterepos.pdf</a></td>
<td>● The student will not graduate that semester if this is not filed in a timely manner.</td>
<td></td>
</tr>
<tr>
<td><strong>Application for Degree</strong></td>
<td>A form filed through the Student Center in Webstar expressing an intent to graduate.</td>
<td>At the time dictated by the Graduate School; approximately a month after the semester's courses began.</td>
</tr>
<tr>
<td>Found in Webstar</td>
<td>● The student <strong>will not</strong> graduate that semester if this is not filed by the posted deadline.</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation Fee</strong></td>
<td>A fee, rather than a document, paid when the Application for Degree is filed.</td>
<td>When the Application for Degree is due.</td>
</tr>
<tr>
<td>Paid in Webstar</td>
<td>● The student <strong>will not</strong> graduate that semester if this is not paid by the posted deadline.</td>
<td></td>
</tr>
</tbody>
</table>
**Candidate Plan of Study - Sample**

1. **Non-Thesis.** We are a Non-Thesis program.
2. The answer to the language question is no unless you are international, from a country that does not primarily speak English.
3. Include Incompletes on this form! They want to see that you were at least enrolled.
4. 7040 should **NOT** be included in this document. **DO** include AADM 6990 (Internship).
   a. Also, include all graduate electives, but do not include any undergraduate foundations.
5. Leave these dates blank. The AADM office has this information and will fill it out.

---

**Candidate Plan of Study – Master’s Degree**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Program</td>
<td>Arts Administration</td>
</tr>
<tr>
<td>Anticipated Graduation Term</td>
<td>Fall 20XX</td>
</tr>
<tr>
<td>Degree (M.A., M.S, etc.)</td>
<td>MA</td>
</tr>
<tr>
<td>Thesis or Non-thesis?</td>
<td>Non-Thesis</td>
</tr>
<tr>
<td>Language/Computer Competency required?</td>
<td>No</td>
</tr>
<tr>
<td>Praxis if required?</td>
<td>No</td>
</tr>
</tbody>
</table>

- Master’s coursework has a time limit (effective Fall 11: 8 yrs + 1 yr extension)
- Do not list courses completed for credit, not audits or courses for 0 credit
- Do not list undergraduate-level courses

**Notes**

**Names of Committee Members**

- I understand that I must complete the plan listed above in order to fulfill the requirements for my graduate degree. Any changes to the above plan must be approved in writing by the major program and the Graduate School.
- I also understand that I am not added to the list of potential graduates until I file the online Application for Degree on the Registrar’s office website.

**Signature of Applicant**

![Signature]

**Graduate School Approval**

<table>
<thead>
<tr>
<th>Executive Director of Graduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
</tr>
</tbody>
</table>

1/1/13
Commencement

- The Office of the Registrar coordinates the Commencement Ceremonies and will send notices to degree candidates with instructions.
- The Registrar also prints and distributes diplomas and transcripts. If you cannot attend the commencement ceremony you **must** make other arrangements to receive your diploma, such as picking it up in Room 112 of the Administration Building or by completing the Diploma Mailing form.
- Graduation materials such as cap and gown can be purchased in the Bookstore. There are no dressing rooms or secure lockers available at the Arena. You should arrive with your cap and gown on and you should only carry items that you can store on your person.
- If you plan to attend the Ceremony, you should arrive **at least 45 min. prior to the Ceremony with your cap and gown on**.
- Students who complete degree requirements in August may attend the Commencement Ceremony in the following December.
Appendix A: Internship & Graduation Paperwork Packet

A blank copy of each document can be found on the following pages. Digital versions of these documents are linked in the digital version of this Student Handbook.

**Forms on the following pages:**
1. Internship Agreement
2. Internship Proposal Template
3. Committee Agreement
4. Midterm Report
5. Supervisor Report
6. Master's Examination Report – Print four (4) copies and bring them to your defense.
Student Name (typed):

I have read and understand the Internship Guidelines.

I understand it is my responsibility to meet determined deadlines, turn in all paperwork, provide requested documentation and have regular and open communication with the major professor.

I understand that failure to meet deadlines, turn in the mid-term evaluation, provide requested documentation and/or communicate with the major professor may jeopardize the internship grade and date of my graduation.

The first draft of the internship non-thesis report will be delivered in hard copy to the major professor three weeks before the agreed defense date. I understand that if the three-week deadline is not met, my defense may be postponed until the following semester.

I understand it is my responsibility to disburse the final copy of this agreement to all parties.

____________________________________  __________
Student Signature                        Date

[To be filled out by the Internship Organization]

I have read the Internship Proposal and approve the proposed internship.

I understand that the student will be producing an Internship Report that will include, but will not be limited to:

- Information about the Host Organization
- An analysis of the Host Organization
- The student’s final report will be available to the public

____________________________________  __________
Host Organization Name                    Date

____________________________________  __________
Host Organization Supervisor - Signature  Date

[To be filled out by the Arts Administration Department]

I have read the Internship Proposal and approve the proposed internship.

____________________________________  __________
Major Professor                          Date

____________________________________  __________
Program Director                         Date

Distribution: 1 copy to each signing party, 1 copy to student file
INTERNERSHIP PROPOSAL COVER LETTER

April 15, 2014 (Date of Submission)

1234 Street St. (Student’s address)
New Orleans, LA 12345

(Name of Major Professor)
Department of (Major Professor’s department)
University of New Orleans
2000 Lakeshore Dr.
Lakefront Campus
New Orleans, LA 70148

Dear (Name of Major Professor),

Please find attached the proposal for an internship in partial fulfillment of the requirement for a Master’s degree in Arts Administration at the (organization name) from (date) to (date). (dates of service to host organization)

If you have any questions, please call me at (student’s telephone number). You can reach me most easily at the following times (give specific times).

Sincerely,

(Name of student submitting proposal)

(Signature of student submitting proposal)
University of New Orleans

An Internship Proposal
Submitted in Partial Fulfillment
of the Requirements for the Degree
Master of Arts in Arts Administration

by
B.E. Goode
April 15, 2014
(All double-spaced)
(Center Horizontally)
Use the exact order given. Be clear and complete in the explanations given. Proofread for grammar, spelling, and any typographical errors before turning it in.

Internship Agency: The Visual Drama Symphony
5478 Arts Ave.
New Orleans, LA 71255
Phone: (504) 123-5858 or (504) 124-9999

Duration: August 15, 1999 to December 15, 1999

On-Site Supervisor: Ms. Im N. Charge, Director
Phone: (504) 477-8589 ext. 5

Ms. Charge is/has...(a very concise vita)

Describe the host internship agency, addressing the following points as concisely as possible.
- History
- Profit? Non Profit?
- Management Structure
- Mission Statement
- Goals
- Challenges

Describe the internship, addressing the following points as concisely as possible,
- Nature of the project/work activities and relationship to/impact upon the existing organization
- Are you now or have you ever been employed by the agency?
- Your expected contribution and gain
- Administrative skills to be acquired
- Justification of the internship in terms of its contribution to your degree program

Attach a letter of invitation/offer from the organization, along with any other pertinent documentation to support your proposal. Do not assume that this documentation may substitute for your own explanation.

REMEMBER: The aim of this (and most) business correspondence is action. Here, you need a decision to be made and permission to be granted. Everything included in your proposal should support that action and reinforce the committee’s conviction that its decision was well founded. Nothing extraneous should interfere in this process.
UNO Master of Arts in Arts Administration
Graduate Committee Agreement

Major Professor (a.k.a. Committee Head) - Explanation of Responsibilities
Professor agrees to serve as the Head of the Students non-thesis report committee, understanding the student’s responsibilities as stated below. It is the responsibility of the Major Professor to assure that the student adheres to each of the stated guidelines.

- Student agrees to provide professor with an initial outline and 1-2 page abstract of his or her thesis/final project/independent study project upon signing of this document.
- Student agrees to keep professor informed of his or her progress in a timely manner.
- Student agrees to engage in independent research.
- Student agrees to submit well-written work to professor in accordance with a recent edition of the Chicago Manual of Style or Kate Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations. Student understands they must carefully proofread their entire report before submitting it to their committee as the committee holds the right to reject any report on the basis of an excess of typographical, grammatical, and punctuation errors.
- Student agrees that he or she will submit a draft of his or her thesis or final project to the Major Professor at least three weeks before the student intends to defend the report.
- In the event that the student intends to graduate in the summer, student agrees to provide professor with a draft of his or her thesis, final project or independent study project before the last official class day of the spring semester. FAILURE TO DO SO MAY RESULT IN A DELAYED GRADUATION DATE.
- Student agrees to provide a second draft of his or her report specifically addressing the Major Professor’s comments at least two weeks before the student intends to defend the report.
- Defensible draft of project must be submitted to other committee members no later than 14 days before the defense date. In the event any member of the committee requires further revisions, student agrees to revise his or her report accordingly.
- After the defense, a final, officially approved hard copy of the report (with signed Master’s Examination Report attached) must be submitted to the office no later than the stated deadline.
- Student understands that professor will not “sign off” on any work not completed pursuant to the above provisions notwithstanding student’s need or desire to graduate on a specific date or for a specific reason.
- Student understands that the responsibilities outlined in this memorandum of understanding are additional to, and not a substitute for, all rules of conduct governing student responsibilities at the University of New Orleans.

UNDER NO CIRCUMSTANCES WILL STUDENT’S TIMELY SUBMISSION OF HIS OR HER THESIS, FINAL PROJECT, OR INDEPENDENT STUDY PROJECT GUARANTEE A PASSING GRADE OR APPROVAL OF HIS OR HER INTERNSHIP REPORT.

Committee Members (a.k.a. Readers) - Explanation of Responsibilities
- The scheduling of the student's internship report defense must take place by the stated deadline. All committee members must officially agree upon the stated date in order for the defense to be scheduled.
- Defensible draft of project must be submitted to committee members no later than 14 days before the defense date. In the event any member of the committee requires further revisions, student agrees to revise his or her report accordingly.
UNO Master of Arts in Arts Administration
Graduate Committee Agreement

- After the defense, a final, officially approved hard copy of the report (with signed Master's Examination Report attached), and a digital PDF version of the report must be submitted to the office no later than the stated deadline.

Student Explanation of Responsibilities
- I have read and I understand the Internship Guidelines.
- I understand it is my responsibility to meet determined deadlines, turn in the Mid-term Evaluation, and provide all necessary paperwork and to have regular and open communication with my major professor.

I understand that failure to meet deadlines, turn in the mid-term evaluation, provide all necessary paperwork and/or communicate with the major professor will jeopardize the internship grade.
- The first draft of the internship non-thesis report will be delivered in hard copy to the major professor 3 weeks before the agreed defense date. I understand that if the 3-week deadline is not met, my defense may be postponed until the following semester.
- I understand it is my responsibility to disburse the final copy of this document to all parties. Distribution: 1 copy to each signing party, 1 copy to student file.

By my signature, I am confirming that I understand all of the above stated obligations.

Student Name (typed)           Signature           Date

---------------------------------------------------------------------------------------------------------------

Committee Signatures
I agree to serve on the Graduate Committee of the above named student for the Master of Arts in Arts Administration and understand the student will meet the above stated obligations. By my signature, I have confirmed this agreement.

Major Professor (typed)         Signature           Date

Committee Member (typed)         Signature           Date

Committee Member (typed)         Signature           Date
Student Mid-Term Report
Internship / Practicum (circle one)

Organization:
Supervisor Name:
Phone:
Email:

Student Name:
Hours Completed:
(Should be approximately 120 for Practicum, 240 for Internship)

1. Briefly describe the major responsibilities assigned to you.

2. Have you worked well with your supervisor and coworkers?

3. Have you kept to the agreed work schedule?

4. Have there been any problems?

5. How could the Practicum be better structured to make it more beneficial to you? To the organization?

6. Comments and suggestions.

__________________________________________  ___________________
Student Signature                          Date
Host Organization Supervisor Report
Internship / Practicum (circle one)

To be filled out by the Host Organization Supervisor upon or near completion of required hours.

**PLEASE TYPE OR PRINT NEATLY**

Organization:

Supervisor Name:

Phone:

Email:

Student Name:

Dates of Student work (from, date – to, date):

1. Briefly describe the major responsibilities assigned to the student and your expectations.

2. Has the student performed these responsibilities and tasks in a thorough and professional manner?

3. Has the student worked well with your professional staff? Your volunteers?

4. Has the student kept to the agreed work schedule?

5. Have there been any problems?

6. How could the Internship have been better structured to make it more beneficial to the organization? To the student?

7. Comments and suggestions.

_________________________________________  __________________
Supervisor Signature                        Date
MASTER’S EXAMINATION REPORT
Non-Thesis

CANDIDATE:

MAJOR PROGRAM: Graduate Program in Arts Administration

APPROVED

Major Professor (typed) Signature

Committee Member (typed) Signature

Committee Member (typed) Signature

Executive Director of Graduate Programs Signature

DATE OF EXAMINATION:
Appendix B: Practicum Paperwork Packet

A blank copy of each document can be found on the following pages. Digital versions of these documents are linked in the digital version of this Student Handbook.

Forms on the following pages:
   1. Practicum Proposal
   2. Midterm Report
   3. Time Sheet Template
   4. Supervisor Report

Not included:
   5. Practicum Report – This should be created entirely by the student.
Practicum Proposal

UNO Graduate Program in Arts Administration

This Form Must Be Typed

Student Information:
Student Name:
UNO Student Number:
Telephone:
Email:

Organization Information:
Organization Name:
Supervisor Name:
Phone (be sure to include extension):
Address/Zip:
Email:

Dates of Practicum:
(Do not need to be exact)
Proposed Total Hours to be Performed (240 hrs=3 cr):
Proposed weekly schedule:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
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</table>

If there is no set schedule then the proposal must contain information about how the required hours will be achieved.

Job Description:
1. Major Projects/ Tasks

2. Minor Responsibilities

3. Goals of Practicum Experience

____________________________________  _________________________
Student Signature                      Date

____________________________________  _________________________
Host Org. Supervisor Signature         Date
Student Mid-Term Report
Internship / Practicum (circle one)

Organization: 
Supervisor Name: 
Phone: 
Email: 

Student Name: 
Hours Completed: 
(Should be approximately 120 for Practicum, 240 for Internship)

1. Briefly describe the major responsibilities assigned to you.

2. Have you worked well with your supervisor and coworkers?

3. Have you kept to the agreed work schedule?

4. Have there been any problems?

5. How could the Practicum be better structured to make it more beneficial to you? To the organization?

6. Comments and suggestions.

_____________________________________________  __________________
Student Signature  Date
Practicum Hours/Time Sheet Template

Student Name: 

Supervisor: 

Host Organization: 

Rows can be added to the table below as needed.

*Hours should total 240 at time of completion

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Times</th>
<th>Work Description</th>
<th>Hours</th>
<th>Running Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Student Signature ______________________ Date __________

Supervisor Signature ______________________ Date __________
Host Organization Supervisor Report
Internship / Practicum (circle one)

To be filled out by the Host Organization Supervisor upon or near completion of required hours.

PLEASE TYPE OR PRINT NEATLY

Organization:

Supervisor Name:

Phone:

Email:

Student Name:

Dates of Student work (from, date – to, date):
   1. Briefly describe the major responsibilities assigned to the student and your expectations.

   2. Has the student performed these responsibilities and tasks in a thorough and professional manner?

   3. Has the student worked well with your professional staff? Your volunteers?

   4. Has the student kept to the agreed work schedule?

   5. Have there been any problems?

   6. How could the Internship have been better structured to make it more beneficial to the organization? To the student?

   7. Comments and suggestions.

_______________________________________  __________________
Supervisor Signature                  Date
Additional Materials

Please note: The official AADM Student Advising Sheet is updated frequently. To avoid confusion, please remember that all students will need to abide by the Advising Sheet that was in place when they began the program.

Materials on the following pages:
1. AADM Student Advising Sheet
**Department Use Only**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student #:</th>
<th>Semester Entered:</th>
<th>Advisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advising Date: Notes (Career goals/Concentration etc.):

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**I. FOUNDATION COURSES (21 credit hours)**  
**Foundation Courses not counted toward the Graduate GPA**

- Some foundation courses might be waived for students upon program entrance.
- Only an advisor can officially waive any foundation courses.
- If not waived, courses will be taken concurrently with required graduate courses.

<table>
<thead>
<tr>
<th>Course # and Name</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
</table>
| One undergraduate-level Accounting course  
   Ex: ACCT 4400 - Accounting Foundations for Managers | 3 |          |
| One undergraduate-level Economics course  
   Ex: ECON 4400 - Economic Foundations for Managers | 3 |          |
| One undergraduate-level Marketing course  
   Ex: MKT 4400 - Marketing Foundations for Managers | 3 |          |
| BA 3010 - Legal Environment of Business | 3 |          |
| One undergraduate-level visual arts course | 3 |          |
| One undergraduate-level music course | 3 |          |
| One undergraduate-level theatre course | 3 |          |

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**II. MA DEGREE REQUIREMENTS (36 credit hours total)**

**YOU MUST MAINTAIN A 3.0 GPA FOR ALL GRADUATE COURSES TAKEN**

**A. Core Arts Administration Courses (9 hours)**

<table>
<thead>
<tr>
<th>Course # and Name</th>
<th>Credits</th>
<th>Offered</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADM 6501 Development for Arts Orgs.</td>
<td>3</td>
<td>Fall &amp; Spring</td>
<td></td>
</tr>
<tr>
<td>AADM 6502 Arts Law</td>
<td>3</td>
<td>Fall &amp; Spring</td>
<td></td>
</tr>
<tr>
<td>AADM 6503 Marketing the Arts</td>
<td>3</td>
<td>Fall &amp; Spring</td>
<td></td>
</tr>
</tbody>
</table>

Comprehensive exams will be issued upon completion of these three courses. Comps must be passed before the student can register for Internship (AADM 6990).
B. Arts Administration Overview Courses (12 hours)

<table>
<thead>
<tr>
<th>Course # and Name</th>
<th>Credits</th>
<th>Offered</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADM 6246 Arts Technology*</td>
<td>3</td>
<td>Fall or Spring</td>
<td></td>
</tr>
<tr>
<td>AADM 6504 Theatre Overview*</td>
<td>3</td>
<td>Fall or Spring</td>
<td></td>
</tr>
<tr>
<td>AADM 6505 Visual Arts Overview</td>
<td>3</td>
<td>Fall or Spring</td>
<td></td>
</tr>
<tr>
<td>AADM 6506 Music Overview</td>
<td>3</td>
<td>Fall or Spring</td>
<td></td>
</tr>
</tbody>
</table>

*AADM 6246 (Tech) is a prerequisite for AADM 6504 (Theatre Overview)*

C. Required Electives (9 hours)
A list of approved course options can be requested from the AADM office.

<table>
<thead>
<tr>
<th>Course # and Name</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Business 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art/Business 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art/Business 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*With permission from the program director, 3 credit hours of Practicum (AADM 6900) can be used to fill one of the arts/business electives.*

#1. Practicum - AADM 6900 - 3 Credit Hours *(NOT Mandatory)*

<table>
<thead>
<tr>
<th>Practicum Document</th>
<th>Date Received</th>
<th>Receiver's Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Timesheet (240 hours total)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#2. Practicum - AADM 6900 - 3 Credit Hours *(NOT Mandatory)*

<table>
<thead>
<tr>
<th>Practicum Document</th>
<th>Date Received</th>
<th>Receiver's Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Timesheet (240 hours total)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Report</td>
<td></td>
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</tbody>
</table>
This advising sheet is for informational purposes only and does not constitute a degree certification.

### III. FINAL MA DEGREE REQUIREMENTS

#### A. Comprehensive Exam

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Grade (Pass/Fail):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### B. Internship - AADM 6990 (Mandatory) - 6 credit hours

<table>
<thead>
<tr>
<th>Semester enrolled in Internship:</th>
<th>Internship Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Document</th>
<th>Date Received</th>
<th>Receiver's Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Transmittal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of Offer from Org.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard copy of Report (to AADM Dept.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic copy of Report (to AADM Dept.)</td>
<td></td>
<td></td>
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</tbody>
</table>

#### AADM 7040 Semester (Not mandatory):

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
</table>

#### C. Graduation/Defense Paperwork

<table>
<thead>
<tr>
<th>Graduation Paperwork</th>
<th>Date Received</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorandum of Understanding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defense Date: [ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s Candidate Plan of Study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Degree (Webstar) &amp; $50 Fee</td>
<td></td>
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</tr>
<tr>
<td>Four (4) signed Master’s Examination Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>