

# THA 490 CAPSTONE- ARTS ADMINISTRATION

## INTERNSHIP AT THE PUMP HOUSE

### OVERVIEW

Seniors in the Arts Administration emphasis will participate in a one-semester internship at The Pump House Regional Arts Center in downtown La Crosse. Students should meet with Laurie early in the spring semester of their junior year to request a semester and to begin the internship process.

During the internship, students will be under the direct supervision of Toni Asher, Executive Director of The Pump House, working on projects at her direction as discussed during each student's interview. Projects will likely range from general arts administration duties to specific hands-on work for a particular show, exhibit or event.

Each student will interview with Toni Asher during the spring semester prior to their internship year. Once all interns have interviewed and been approved, Laurie will confirm semester assignments.

In a year where there are more than two graduating seniors in Arts Administration, additional capstone assignments will be arranged. If possible, additional internships will be coordinated with The Pump House. If not possible, students might have an internship at another local arts organization, or other project to be determined.

### SCHEDULING & ASSIGNMENTS

Set up a weekly schedule with Toni Asher, Executive Director at the Pump House, keeping in mind that it will be essential that you meet this commitment and do not "call in sick" except under extraordinary circumstances.

Complete all tasks and projects assigned by Toni Asher and other Pump House staff to the best of your ability.

### WEEKLY JOURNAL

Keep a weekly journal about your internship experiences. You may choose to write a summary entry at the end of each week, or to jot down notes and thoughts at the end of each work day. One of your early entries should spell out your understanding of the projects on which you will be working, and the expectations of you. You may create this journal as a single computer document to which you add throughout the project, or a notebook with entries written by hand. Laurie will ask to see your journal in progress throughout the semester. The completed journal will be submitted along with the final written reflection.

Students may be asked to schedule periodic in-person meetings to discuss the progress of the internship and to get assistance with any challenges they may face with assignments.

### FINAL WRITTEN REFLECTION

At the conclusion of the internship, complete a written evaluation of your experiences. Unlike the journal, this should be formal writing: a typed essay using complete sentences as well as correct spelling and grammar. Please address the questions below.

1. Before beginning this internship, what were your expectations? What was your assignment? Were there parts of that project which seemed particularly exciting? Challenging? Unclear?
2. How would you rate your success and why?

3. Did the project unfold according to your expectations? Were there unexpected challenges? Things that were easier than you anticipated?
4. How (and how successfully) did you address those differences?
5. Give one example of how something you did or experienced in a previous management capacity (school, work, etc.) helped you with this assignment.
6. In what aspect of arts administration do you feel you were most successful?
7. What aspect of this project represents an area you still need to work on?
8. Looking back on the experience, is there anything you would have done differently? Why?
9. Is there anything you would like to change about the internship program for future students? Why or Why not?

**Your finished journal along with the written reflection will be due to Laurie during final exam week on a date to be mutually agreed upon.**