

ONCE ENROLLED: PLEASE ONLY REFER TO YOUR 242/343 LEARN SITE FOR UPDATED COURSE INFO!

University of Waterloo
Department of Fine Arts
Fine 243 - Section 001 / 343 - Section 001
Topics in Fine Arts Experiential Learning
Term/Year

Course Weight: 0.25 units / course
Course Evaluation: Credit /No Credit

Supervisor Information

Course Instructor:

Office Hours: **Office Hours**

Email:

[Departmental Website, Fine Arts UW](#)

Course Summary

FINE 243 and FINE 343: *Topics in Fine Arts Experiential Learning* are two separate courses designed to provide students with opportunities to gain practical experience in a range of Fine Arts related fields. You may take both courses in one term, or separately in individual terms. This course unfolds outside the campus classroom, instead you are gaining skills through unpaid work experience. There is no expectation to meet with the course supervisor (Prof. Logan MacDonald) regularly, with correspondence happening remotely, via email.

Each course consists of 36 hours of **unpaid** work experience. Students are responsible for meeting course milestones in a self-directed manner, which includes being self-directed in making initial contact with the institution or artists of their choice to work with. *Precise duties and scheduling of hours are agreed upon by the institution/artist and the student.* At the beginning of term, each student should thoroughly research the institutions and artists listed in this syllabus, and using the information provided, make specific contacts based on their long-term career aspirations and plans.

The Department of Fine Arts has established formal relationships with a variety of regional art institutions and local artists, who have agreed to act as supervisors in the program.

Please see the Sponsor Supervisor Info in LEARN.

Note: It is possible to take FINE 243 and FINE 343 in the same term but they must be distinctly different. Both internships can be in the same location or institution but must be two distinct projects with different supervisors. There is a minimum of 36 hours of unpaid internship required work for each class/internship.

Students must confirm their internship by asking their supervisor to complete and email the internship work agreement form (*243/343.work agreement.doc*) to **[instructor name]** at **[instructor email]** by **[due date]**. See *Deadlines for Students & Supervisors* section below. ***If your internship is not confirmed in email by this date, you are obligated to un-enrol from***

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the course (please don't hesitate to let me know if you are experiencing difficulty in securing an internship).

Fine Arts Teaching Preparation Specialization:

For those students pursuing the Fine Arts *Teaching Preparation Specialization*, hours spent working in a *teaching capacity* in these courses can be counted toward the 100 hours of relevant work experience required for that program. Please see the Teaching Preparation Specialization webpages for more details.

Course Requirements

Required Experiential Learning Documentation

1. At the beginning of term, students must ask the internship supervisor to complete the work agreement form entitled *Fine 243/343. Work agreement.doc*. The student and supervisor must agree that the internship can be completed by **[due date]**.
2. Please have the host supervisor **email** the completed all work agreement forms (this includes the Health and Safety training confirmation form) in .doc or .pdf format to Logan MacDonald, **also students must upload all** completed forms to their **LEARN FINE 243/343 personal dropbox** by **[due date]**. See *Deadlines for Students & Supervisors* section below.
3. At the end of the term the student must ask the internship supervisor to complete the *243/343. supervisor report.doc*. This is a report/summary of the student's activities and performance, including a confirmation of the hours. The report must be emailed in .doc or .pdf format to **[instructor name]** at [instructor email], and is due on (or before) **[due date]**.
See *Deadlines for Students & Supervisors* section below.
4. At the end of the term students must complete a 2-page, double-spaced final report that outlines the nature and character of the variety of duties undertaken and completed by the student, as well as a general summary of the quality of experiential learning the internship provided. The supervisor and student final reports must be submitted in .doc or .pdf format to **[instructor name]** at [instructor email], at the very latest on **[due date]**.

Failure to submit the student final report by the deadline will result in an FTC grade (Failure To Complete) being submitted. Please ensure that you leave enough time at the end of your work assignment to allow for these reports to be written and submitted by both parties before or on the deadlines. See *Deadlines for Students & Supervisors* section below.

Deadlines for Students & Supervisors

- | | |
|---|---------------------|
| ● Work Agreement forms due | [due date] . |
| ● Last day to drop a course without penalty | date |
| ● Classes end | date |
| ● Supervisor and Student Final Reports | [due date] . |

What your Student Final Report should include: Your student report should summarize what duties and responsibilities were assigned to, and completed by you; what you learned from the experience; an assessment of the relevancy of the internship to your Fine Arts education; an indication of the organization, nature and quality of the work environment; as well as any other relevant reflections of your own that you wish to offer. Failure to submit the student report by the deadline will result in an FTC grade submission.

Professional Conduct: The University of Waterloo expects students to behave in a professional and ethical manner that will positively reflect their professional character and the academic standards and values of the University. Unprofessional and/or unethical behavior will not be tolerated, and we ask that supervisors make us immediately aware of any such incidents.

Internship Opportunities: Internship Opportunities are posted to LEARN. New opportunities will be added as they become available. Internships are awarded on a first-come-first-serve basis, and it is each student's responsibility to secure their own internship.

New Intern Providers: While Fine Arts has many relationships with local arts organizations, sometimes, a student will prefer to seek out their own internship opportunity. The department requires at least two weeks' notice for new intern providers. Not all sponsors are eligible for this program.

*New Internships providers must be approved by the department. Potential new supervisors/organizations should receive a copy of our FINE 243-343 Sponsor Guidelines, which outlines their roles and responsibilities. **Note: new intern providers must complete the required Health and Safety forms and comply in providing workplace training to interns.** These forms must be submitted to the course instructor via student's LEARN dropbox.

*The Fine Arts Undergrad advisers are Brett Roberts brett.roberts@uwaterloo.ca and Bojana Videkanic bojana.videkanic@uwaterloo.ca

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Chosen/Preferred First Name

Do you want professors and interviewers to call you by a different first name? Take a minute to verify or tell us your chosen/preferred first name by logging into [WatIAM](#).

Why? Starting winter 2020, your chosen/preferred first name listed in WatIAM will be used broadly across campus (e.g., LEARN, Quest, WaterlooWorks, WatCard, etc.). Note: Your legal first name will always be used on certain official documents. For more details, visit [Updating Personal Information](#).

Important notes

- If you included a preferred name on your OUAC application, it will be used as your chosen/preferred name unless you make a change now.

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- If you don't provide a chosen/preferred name, your legal first name will continue to be used.

ACCESS

ECH is accessible to enrolled students 24 hours a day, 7 days a week. The main doors to ECH are locked at 10:00 p.m. Monday through Thursday and at 6:00 p.m. on Friday. Access to the building after hours is via the coded door on the south side of the building by the clay studio. Students working in ECH 1224A will be given a door code to that room at the beginning of term. For security reasons students must not divulge either of the security codes to others. Become familiar with the locations of telephones, fire extinguisher, and first aid kit (just outside the door to the wood shop) for use in emergencies, especially after hours. We recommend that all students familiarize themselves with the *Personal Safety Guide* provided online by the UW Safety Office at: [UW's Personal Safety Guide](#)

When working after hours, we recommend that students use a buddy system and keep the doors to the studio closed and locked behind them. A Shuttle Service is available to students, faculty and staff for pick up at designated stops on campus to drive to on and off campus destinations: call 519-888-4949 / ext. 84949. A university telephone is located in the hallway by the clay studio. For outside calls use the pay phone opposite the doors to the UW Gallery at the east end of ECH.

WHMIS

Fine Arts students must have WHMIS (Workplace Hazardous Materials Information System) certification in order to use the studios and to graduate from the program. If you do not have WHMIS certification, you may be prevented from using the studios. Rick Nixon (the Fine Arts Technician) has observer status; he can access your records to determine if you are properly qualified to use our resources. Recently, student WHMIS training has undergone a complete overhaul. Training is delivered in an online format via UW – ACE, incorporating video and an evaluation requiring a minimum mark of 75%. The course takes about 60 minutes. Students require a UW email address (Quest Account) in order to access UW - ACE. The online WHMIS training course can be found at the Safety Office website at: [WHMIS Online Course](#). In order to use the studio facilities, students must show proof of having completed WHMIS training to Rick Nixon. Certified students of the online course must show proof of completion—so please print off the last page of the online test.

Information on Plagiarism Detection, Fine Arts & Copyright

The offence of plagiarism as defined by Policy 71 (Student Discipline) includes visual and aural plagiarism of works of art (drawings, photographs, graphics, video, sound, ideas, etc. conceived/made by other artists). The rules of conduct that apply to text-based work at the University of Waterloo also apply to work completed for studio-based assignments and research. There are two issues to consider with visual and aural plagiarism: ethics, i.e. expectations related to academic integrity as outlined in Policy 71; and copyright infringement, for which you could also be legally liable. Plagiarism and copyright infringement occur when you create an artwork that is substantially similar to the original source. For example, making a drawing in pencil based

on a photograph that you find in a magazine may constitute plagiarism and be an infringement of copyright.

Please take note of the following points:

- All work submitted for evaluation must be your own. If the submitted work is determined not to be your own, the Academic Discipline Procedure of Policy 71 will be invoked.
- If you use any visual or aural material, such as images from the Internet, magazines, books, websites of other artists, or from any source that can be cited, you must acknowledge/cite those references. Failure to do so will be deemed a violation of academic integrity and possibly an infringement of copyright and the Academic Discipline Procedure of Policy 71 will be invoked.
- If you are using visual or aural material that you have not made yourself, **you must make an appointment with your instructor/s to discuss the ramifications of using 'found' or 'appropriated' material.**
- Any original images used as the basis for any work you create – whether manipulated digitally or manually, or otherwise incorporated or appropriated for your work – must be properly cited, and must accompany your final work at the time of submission or evaluation.

A note on copyright free and Creative Commons: Resources are available in the public domain that are identified as copyright free or that fall under licenses from Creative Commons. Public domain is a term used for works that are not protected by copyright law. If an image is in the public domain then you are allowed to use it—to copy it, to manipulate it and to distribute it. Works identified as Creative Commons allow varying degrees of use. In this case, the authors decide how you can use their images.

Helpful Links:

1. CARFAC (Canadian Artists Representation / Le front des artistes canadiens) [Carfac's Website](#)
2. Wikimedia Commons and Flickr have databases of digital files that are available for use. However, you need to check the conditions of use as they vary: [Wikimedia Commons Website](#)
3. [Flickr Creativecommons' Website](#)
4. The following is a US-based site called [Copyright Advisory Network](#). It has lots of questions in a forum related to US Copyright, images and fair use. Canada's rules sometimes differ, but the site provides insight into the myriad issues.

Academic Integrity and Discipline

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [Office of Academic Integrity webpage](#) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. Check [the Office of Academic Integrity](#) for more information. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance

from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Grievances and Appeals

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4. When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

Academic Freedom at the University of Waterloo

[Policy 33, Ethical Behaviour](#) states, as one of its general principles (Section 1), "The University supports academic freedom for all members of the University community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy, 'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The academic environment which fosters free debate may from time to time include the presentation or discussion of unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively as possible." This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6.

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext. 32655
- Health Services Emergency service: located across the creek from Student Life Centre

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Off campus, 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Download the [WatSafe app](#) to your phone to quickly access mental health support information.

Important Dates: [2025-2026 Academic Year](#)

Exam Accommodations for Religious and National Holidays

Requests for accommodation based on religious holidays must be submitted to the student's instructor(s) as soon as the conflict becomes apparent; in any case, no later than one week following the publication of the final exam schedule. Instructors may provide accommodations as outlined in the [Accommodations section](#) of the Undergraduate Calendar. Any unresolved disputes between instructors and students regarding the legitimacy of extenuating circumstances or the suitability of accommodations will be decided by the Associate Dean – Undergraduate Students.