**MSAS Concentration in Themed Environments Integration Internship**

ARC 6912

***Class Periods:*** students will attend scheduled zoom meetings every three weeks.

***Academic Term:*** 2024

***Coordinating Faculty Member:***

Steven Grant, Professor of Practice

steven.grant@ufl.edu

***Course Description***

Supervised off-campus, non-group instruction including field experiences, practice, or work internship.

The internship work experience may be full or part-time but must be completed within a 15-week time-period that aligns with the academic calendar. This does not mean that the length of employment cannot extend beyond the credited internship time-period. The intent is to provide an intense, concentrated internship period. This course is not meant to provide academic credit for employment of only a few hours a week over an extended period. If the internship is spread over a 15-week period, 16 hours a week minimum are to be spent on the area of focus.

***Course Pre-Requisites / Co-Requisites***

Faculty approval of internship proposal including employment agreement with an approved professional firm and a named Supervisor.

ARC5040 Introduction to Themed Environments

ARC5043 Integration Practices for the Built Environment

ARC5042 Fabrication and Execution for Themed Environments

ARC5041 Design and Documentation for Themed Environments

ARC6044 Development and Operations for Themed Environments

***Credits***

3 credits: 240+ certified work hours

***Working Hours***

Working hours will correspond to the normally accepted business practices of the approved firm. The intent is to complete the approved Course Objectives within the firm’s normal working hours and in a project setting that offers the opportunity to integrate the Objectives into the intern’s responsibilities while producing or contributing towards a positive product for the firm.

***Course Objectives***

* Since the focus of the *Themed Environments Integration master’s degree* is “integration and collaboration,” applicable internship venues are very broad. They are not limited to industries that support the themed environments industry, but to industries that need integrators and collaborators. The internship may be custom tailored to fit the firm’s needs and projects.
* In consideration of the (1) Limited time spent in this internship, (2) the diverse backgrounds of the interns (3) the different types of internship venues (owners, architecture and engineering, construction, developers, venders, entertainment), and (4) the internship providing firm’s needs and projects, the **Internship Work Experience Log** is provided to suggest possible areas of exposure and to track the actual experience, but not to limit or designate required experiences as long as the Coordinating Faculty Member and Supervising Professional agree on the planned internship experiences, *before the internship begins*.

***Internship Requirements***

* All Internships for academic credit must be pre-approved by the Coordinating Faculty Member.
* Application for Internship approval must include a signed letter from the Internship Supervisor briefly outlining the terms of employment (work duration, responsibilities, and approximate hours of employment per week) as well as an agreement by the Supervisor to complete the Internship Reporting Form (s) which will include documentation of the hours worked, type of work activities as well as an evaluation of student’s performance.
* Students enrolled in Internship courses will be responsible for the timely transmittal of the signed Internship Work Experience Log to the Coordinating Faculty Member on the due dates listed in Canvas.
* Students will be required to meet with the Coordinating Faculty Member to review Internship work experiences prior to receiving a grade for the course. Student is responsible for scheduling this meeting with their Coordinating Faculty Member. All interns will turn in their signed experience log every three weeks.

***Attendance /Professionalism:***

As with any employment, the student is expected to attend the place of work as required by their Supervisor. Absence for illness or personal reasons is as per the policies of the place of employment. To receive academic credit, however, the student must be working at the place of employment (no academic credit given for sickness or personal / vacation leave).

If applicable, a firm may conduct some of its day-to-day work activities remotely making use of virtual communication, coordination, and supervision. As with any in-office internship, the student will be required to have their weekly hours certified by their Supervisor.

A professional attitude and conduct are expected of all Internship students. The Supervisor will evaluate professionalism as part of the reporting requirements. The attitude and conduct of the student reflect not only on the student as an individual, but also on the University of Florida.

***Grading***

Course grading will be based on the certification and evaluation of the Internship work by their Supervisor as well as an evaluation by the *Coordinating Faculty Member* of a presentation by the student of their Internship work experience.

UNIVERSITY, COLLEGE, AND SCHOOL POLICIES

***UF Coronavirus Policies and Campus Operations***

Visit <https://coronavirus.ufl.edu/health-guidance/> to stay up to date on UF’s COVID related Policies.

***Attendance Policy, Class Expectations, and Make-Up Policy***

The internship class will meet briefly via Zoom every three weeks to review and discuss individual internships, and to compare internship experiences. Attendance is mandatory.

***Grading Policy***

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| --- | --- | --- | --- | --- |
|  | Letter Grade | Numeric Grade | Quality Points | Qualitative Description |
| PASSING GRADES | A | 93 - 100 | 4.0 | Outstanding work only |
| A- | 90 – 92.9 | 3.67 | Close to outstanding |
| B+ | 87 - 89.9 | 3.33  Minimum Cumulative GPA | Very good work |
| B | 84 – 86.9 | 3.0 | Good work |
| B- | 80 – 83.9 | 2.67 | Good work with some problems |
| C+ | 77 - 79.9 | 2.33 | Slightly above average work |
| C | 74 – 76.9 | 2.0 | Average work |
| FAILING GRADES | C- | 70 - 73.9 | 1.67 | Average work with some problems |
| D+ | 67 - 69.9 | 1.33 | Poor work with some effort |
| D | 64 - 66.9 | 1.0 | Poor work |
| D- | 61 - 63.9 | 0.67 | Poor work with some problems |
| E | 0. - 60.9 | 0.0 | Inadequate work |

More information on UF grading policy may be found at:

[UF Graduate Catalog](https://catalog.ufl.edu/graduate/?catoid=10&navoid=2020#grades)   
[Grades and Grading Policies](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)

***Students Requiring Accommodations***

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](https://disability.ufl.edu/students/get-started/). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

***Course Evaluation***

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](file:///C:\Users\lilyrlewis\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\LU96BFUU\gatorevals.aa.ufl.edu\students\). Students will be notified when the evaluation period opens and can complete evaluations through the email, they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/.](https://ufl.bluera.com/ufl/) [Summaries of course evaluation results are available to students here](https://gatorevals.aa.ufl.edu/public-results/).

***University Honesty Policy***

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” [The Honor Code](https://sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Students in the School of Architecture are expected to adhere to all University of Florida academic honesty policies. Failure to do so will result in lowered grades and/or referral to the University Honor Court. Since the University’s policies are necessarily generalized, the School of Architecture further clarifies academic honesty within the specific setting of design education. The following acts are considered to be academic dishonesty:

***Software Use***

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

***Student Privacy***

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](https://registrar.ufl.edu/catalog0910/policies/regulationferpa.html).

***Campus Resources:***

Health and Wellness

**U Matter, We Care:**

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** [counseling.ufl.edu/cwc](http://www.counseling.ufl.edu/cwc), and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

**Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department**at392-1111 (or 9-1-1 for emergencies), or [police.ufl.edu](http://www.police.ufl.edu/).

Academic Resources

[**E-learning technical support**](https://elearning.ufl.edu/), 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

[**Career Resource Center**](https://www.crc.ufl.edu/), Reitz Union, 392-1601. Career assistance and counseling.

[**Library Support**](http://cms.uflib.ufl.edu/ask), Various ways to receive assistance with respect to using the libraries or finding resources.

[**Teaching Center**](https://teachingcenter.ufl.edu/), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

[**Writing Studio**](https://writing.ufl.edu/writing-studio/)**,** 302 Tigert Hall*,* 846-1138. Help brainstorming, formatting, and writing papers.

[**Student Complaints Campus**](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf)

[**On-Line Students Complaints**](http://www.distance.ufl.edu/student-complaint-process)

Orlando Resources

Police / Fire / Medical Emergency – 911

Orlando Police Department Non-Emergency Number: 321.235.5300

Consult CityLab-Orlando Student Resources for Emergency contact information.