This document was created by the Arts Administration Graduate Assistants to help students navigate their way through the Graduate Program in Arts Administration at the University of New Orleans. This data is not meant for any other program’s use, nor has the document been reviewed or publicly published by the University of New Orleans, the Graduate School or the College of Liberal Arts. The Arts Administration office has made every effort to ensure the accuracy of the information in this document. However, due to the possibility of policy and regulation changes that may have occurred since the creation or modification of this document, we cannot guarantee the accuracy of the information in the Arts Administration Student Handbook.

Please contact the Arts Administration office at artsadm@uno.edu or (504)280-7134 to verify the current accuracy of the information provided herein.
# UNO Graduate Program in Arts Administration

## Calendar of Important Dates

For the most updated, accurate University Calendar, visit the Registrar’s website at: [http://www.uno.edu/registrar/academic-calendar.aspx](http://www.uno.edu/registrar/academic-calendar.aspx)

### Spring 2014

<table>
<thead>
<tr>
<th>January 2014</th>
<th>April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6 (M)</strong></td>
<td><strong>2 (W)</strong></td>
</tr>
<tr>
<td>● AADM Offices Reopen</td>
<td>● Deadline to communicate defense date to AADM Office</td>
</tr>
<tr>
<td>● Academic Appointments begin</td>
<td></td>
</tr>
<tr>
<td><strong>10 (F)</strong></td>
<td><strong>21 (W)</strong></td>
</tr>
<tr>
<td>● Deadline to pay UNO tuition and fees</td>
<td>● Final Date to hold defenses for Spring 2014 graduating students</td>
</tr>
<tr>
<td><strong>13 (M)</strong></td>
<td><strong>25 (F)</strong></td>
</tr>
<tr>
<td>● UNO Classes begin</td>
<td>● Deadline for submission of Internship Reports and Master’s Examination Reports for Spring 2014 graduating students</td>
</tr>
<tr>
<td><strong>20 (M)</strong></td>
<td></td>
</tr>
<tr>
<td>● Martin Luther King Jr. Holiday - No classes</td>
<td></td>
</tr>
<tr>
<td><strong>21 (Tu)</strong></td>
<td></td>
</tr>
<tr>
<td>● Deadline to pay <em>late</em> tuition and fees</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February 2014</th>
<th>April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>24-28 (M-F)</strong></td>
<td><strong>2 (F)</strong></td>
</tr>
<tr>
<td>● Mid-Semester Examinations</td>
<td>● Last day of classes</td>
</tr>
<tr>
<td><strong>7 (F)</strong></td>
<td><strong>5-9 (M-F)</strong></td>
</tr>
<tr>
<td>● Deadline to file Application for Degree for students graduating in Spring 2014</td>
<td>● Final Examinations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 2014</th>
<th>April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3-4 (M-Tu)</strong></td>
<td><strong>14 (W)</strong></td>
</tr>
<tr>
<td>● Mardi Gras Holiday - No classes</td>
<td>● Final Grades on Webstar</td>
</tr>
<tr>
<td><strong>5-7 (W-F)</strong></td>
<td><strong>16 (F)</strong></td>
</tr>
<tr>
<td>● Spring Break - No classes</td>
<td>● Academic Appointments end</td>
</tr>
<tr>
<td><strong>31 (M)</strong></td>
<td></td>
</tr>
<tr>
<td>● Registration for Summer and Fall 2014 begins</td>
<td>● Spring 2014 Commencement</td>
</tr>
</tbody>
</table>

### May 2014

<table>
<thead>
<tr>
<th>April 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 (F)</strong></td>
</tr>
<tr>
<td>● Last day of classes</td>
</tr>
<tr>
<td><strong>5-9 (M-F)</strong></td>
</tr>
<tr>
<td>● Final Examinations</td>
</tr>
<tr>
<td><strong>14 (W)</strong></td>
</tr>
<tr>
<td>● Final Grades on Webstar</td>
</tr>
<tr>
<td><strong>16 (F)</strong></td>
</tr>
<tr>
<td>● Academic Appointments end</td>
</tr>
</tbody>
</table>

### Key:
- **Black text:** Indicates University calendar dates
- **Red text:** Indicates University deadlines (paperwork, payment, etc.)
- **Blue text:** Indicates dates specific to graduating students.
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Introduction & Welcome

Welcome to the University of New Orleans Graduate Program in Arts Administration Student Handbook! We are very excited that you are a part of our program. This document is meant to serve as a Handbook for students in the program, hopefully answering any questions you might have.

While it is perfectly acceptable to print a copy of this document, it is recommended that you bookmark this Google Doc so that you will always receive the latest, most accurate information we are able to provide. The Doc will be updated each time we discover any new information, and the link you have bookmarked will reflect the automatically-saved updates that are added in real time. Should any significant changes be made, the program student body will be informed immediately.

Please note that this document is intended only for students in the Graduate Program in Arts Administration at UNO, and as such will address information that has been gathered and organized specifically for students in the program. Basic information on a vast number of less specific topics, such as your University ID, Webstar/Email login instructions, GPA calculation, etc. can be found in the Graduate Student Handbook, published each year and posted on the Graduate School website. View the 2013-2014 Handbook at the link below.

- http://www.uno.edu/grad/Forms.aspx#hbook

As always, you are free to contact the Arts Administration office or visit the UNO Arts Administration website at www.uno.edu/artsadmin for any questions not addressed by this document.
Program Title and Aliases:

Graduate Program in Arts Administration at the University of New Orleans

a.k.a. AADM

a.k.a. GAADM - This title is used in a number of different places throughout University paperwork and databases. For the purposes of document, the program will simply be referred to as “AADM”.

- The program awards a Master of Arts degree upon completion
- The program is a Non-Thesis Master's Program

AADM Staff:

HARMON GREENBLATT

Program Director and Graduate Coordinator

Office: 200 Milneburg Hall
Phone: (504)280-6206
Email: hgreenbl@uno.edu

ANTHONY “TONY” MICOCCI

Program Assistant Director

Office: 201 Milneburg Hall
Phone: (504)280-6264
Email: AMicocci@uno.edu

GRADUATE ASSISTANTS - Your primary contacts. Try our office first!

Office: 203 Milneburg Hall
Phone: (504)280-7134
Email: artsadm@uno.edu
Useful Resources

Please view the Campus Map on the next page for building locations.

**The University of New Orleans**
Lakeside Campus
Location: 2000 Lakeshore Drive  
New Orleans, LA 70148
Phone: (888)514-4275
Website: [www.uno.edu](http://www.uno.edu)

**UNO Help Desk**
Location: Computer Center - Room 101A  
On Map: Building 11
Phone: (504)280-HELP (4357)
Email: helpdesk@uno.edu
Website: [http://ucc.uno.edu/UCCHome/UCCHelpDesk](http://ucc.uno.edu/UCCHome/UCCHelpDesk)

**Graduate Program in Arts Administration**
Location: 203 Milneburg Hall  
2000 Lakeshore Drive  
New Orleans, LA 70148
On Map: Building 24
Phone: (504)280-7134
Email: artsadm@uno.edu
Website: [www.uno.edu/artsadmin](http://www.uno.edu/artsadmin)

**UNO Campus Police**
Location: Computer Center - Room 234  
On Map: Building 11
Parking and Traffic Phone: (504)280-6047
UNOPD Phone: (504)280-6371
Emergency Contact: (504)280-6666
Email: unopd@uno.edu
Website: [http://www.uno.edu/upd/index.aspx](http://www.uno.edu/upd/index.aspx)

**The Graduate School**
Location: Administration Building - Room 205  
On Map: Building 1
Phone: (504)280-6237
Email: gradschool@uno.edu
Website: [http://grad.uno.edu](http://grad.uno.edu)

**UNO Student Health Center**
Location: University Center - Room 238  
On Map: Building 32
Phone: (504)280-6387
Website: [http://studenthealth.uno.edu/](http://studenthealth.uno.edu/)

**Registrar’s Office**
Location: Administration Building - Room 112  
On Map: Building 1
Phone: (504)280-6216
Email: registrar@uno.edu
Website: [http://www.uno.edu/registrar/](http://www.uno.edu/registrar/)

**Moodle Support:**

**Bursar’s Office (Financial Aid/Fee Bill)**
Location: Privateer Enrollment Center in the Earl K. Long Library  
On Map: Building 12
Phone: (504)280-6489
Email: bursarinfo@uno.edu
Website: [http://www.uno.edu/bursar/index.aspx](http://www.uno.edu/bursar/index.aspx)

**View Arts Administration Courses Online**
Each class meeting of most Arts Administration classes is recorded and can be found at: [http://media.uno.edu/](http://media.uno.edu/)
Choose “UNO Community Media Site” and log in with your UNO username and password, then search for the desired video.
Going Through the Program

Graduate students are considered enrolled full time with 9 credit hours (3 courses) in the Fall or Spring semesters. Students can (and often do) take up to 12 credit hours (4 courses) in the Fall or Spring semesters. More hours are possible, but an official application to do so must be approved. Full time during a Summer semester is 6 credit hours of enrollment. Summer courses are not required and will not necessarily be needed to finish the degree in a timely manner.

Students in the Arts Administration Master’s Program usually receive their degrees five semesters (2 ½ years) after beginning the program. On the following page, you can see a flowchart of the course load of an average student beginning in a fall semester. This flowchart assumes that the student comes in with absolutely no undergraduate foundation courses waived. Obviously, having a few undergraduate foundation courses waived will allow the course load to be a little lighter along the way and can occasionally allow the student to graduate earlier. Students entering in a spring semester will likely have a slightly different version of this experience.

The program course progression does not easily allow for students to graduate the same semester they begin their internship hours. It is very difficult to begin an internship, complete 480 hours of work, write the required detailed and lengthy report on the Internship, edit the report, defend the report to a committee and graduate within the span of one semester. Please see the Internship section (pg. 9) for more information.

Please note: This is not an exact timeline to which all students must adhere, but simply how the program typically progresses. It is meant only as an illustrative tool to help you understand program progression.
Example of possible program progression

<table>
<thead>
<tr>
<th>Semester</th>
<th>Semester # in Sequence</th>
<th>Enrollment</th>
</tr>
</thead>
</table>
| **Fall #1** | 1 | • AADM Required Course - 3 hrs  
• AADM Overview Course - 3 hrs  
• Undergraduate Foundation - 3 hrs  
• Graduate Elective - 3 hrs |
| **Spring #1** | 2 | • AADM Required Course - 3 hrs  
• AADM Overview Course - 3 hrs  
• AADM Overview Course - 3 hrs  
• Undergraduate Foundation - 3 hrs |
| **Summer #1** | 2.5 | *(Not required to be enrolled)*  
• Graduate Elective - 3 hrs  
• Undergraduate Foundation - 3 hrs |
| **Fall #2** | 3 | • AADM Overview Course - 3 hrs  
• Undergraduate Foundation - 3 hrs  
• Undergraduate Foundation - 3 hrs  
• Graduate Elective - 3 hrs |
| **Spring #2** | 4 | • AADM Required Course - 3 hrs  
• Undergraduate Foundation - 3 hrs  
• Undergraduate Foundation - 3 hrs  
• Graduate Elective - 3 hrs  
|  |  | ■ Take Comprehensive Exams.  
■ Have internship lined up by end of semester. |
| **Summer #2** | 4.5 | ■ Have defense Committee chosen.  
■ Complete most or all internship hours.  
■ Begin working on internship report. |
| **Fall #3** | 5 | Enrolled in either  
• AADM 6990 (Internship)  
**or**  
• AADM 7040 (Thesis Only)  
Which course you will be enrolled in will be determined by the number of undergraduate foundation courses waived upon program entrance. This is explained in more detail below.  
|  |  | ■ Finish last of internship hours (if necessary)  
■ Write internship report  
■ Defend internship report  
■ Graduate |

End total of 36 hours of graduate-level credit and 21 hours of undergraduate-level credit. If undergraduate foundation courses are waived upon program entry, those waives will be counted toward the 21-hour total.
Program Sequence/Advising

Upon entrance in the program, you will be assigned an academic advisor and an official Advising Sheet (pg. 74) will be added to your file. We recommend keeping a copy of the Advising Sheet yourself for your personal reference, but this is not necessary. Your advisor will be either Harmon Greenblatt or Tony Micocci. As you progress through the program, you will meet with your advisor to discuss class options and determine which courses you will take and when you will take them. You have to meet with your advisor to be given permission for AADM courses (see Registering for Courses – pg. 12). Your first advising session may be over the phone if you’re not yet available in the New Orleans area, but in-person meetings are preferred and strongly encouraged.

Mandatory advising sessions will usually occur in the weeks before and after registration opens for the upcoming semester(s). For example, Spring 2014 registration opened November 4, 2013, so advising would take place October 15th-November 15th, or therabouts. You will receive an email requesting you to sign up for advising slots when the advising sessions are to begin. You are, however, welcome to schedule an advising session with your advisor at any other time.

**This is not the official advising sheet**

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

<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 | |

Each of these courses has to be completed before the degree can be considered complete, but the courses do not have to be taken before graduate-level courses are begun. At the first advising session, your advisor will review your transcript to determine whether you have any courses that are qualified to be waived. Only your advisor can do this, but if you feel that you should get a course waived, feel free to bring it up with your advisor.

The example courses listed above for Accounting, Economics, and Marketing are all 4400 because the “Foundations for Managers” courses are specifically designed by the Business
College for graduate students lacking undergraduate business foundation courses. You are allowed by the AADM program to take a course other than the 4400 offering. However, when seeking permission (pg. 12) for a course to fulfill one of those three foundations, you will have to have a very strong argument from the business school, as anything other than 4400 is not preferred.

BA 3010 is offered each semester by a rotating set of professors. The course is required for the AADM degree, and the Business College is aware that this specific course is required.

The undergraduate visual arts, music and theatre courses can be, respectively, any FA, MUS or FTCA course offered by the University. The FTCA course should be a theatre course, not a film course. These 3 categories of courses are the ones most often waived, as many students enter the program with a visual art/music/theatre background. A list of suggested and approved foundation options can be requested from the AADM office at any time.

Occasionally, students will enroll in a course outside of UNO to satisfy an undergraduate requirement (ex: taking Accounting at Delgado over the summer). While this is perfectly fine with prior approval, if you have previously failed an undergraduate course at UNO, it must be passed at UNO in order to receive credit.

II. MA DEGREE REQUIREMENTS (36 credit hours total)
YOU MUST MAINTAIN A 3.0 GPA FOR ALL GRADUATE COURSES TAKEN

A. Required 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)*

These seven courses comprise the core of the AADM program. The overview courses are offered on a rotating basis, usually every spring OR every fall, but not every spring AND fall. The Arts Development, Arts Law and Arts Marketing courses are offered every semester. Once
these three courses are completed (either the semester after the last one was taken or during the semester in which the final course is being taken), you are eligible to take Comps (pg.29).

C. Required Graduate Electives (9 hours)*

<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. Multiple practicums may be completed as multiple graduate electives.

9 credit hours must be taken as graduate-level electives as part of the program. The courses can be any graduate course (5000-level or above) in the arts (FA, MUS, FTCA) or in several different areas of the Business College. A list of approved and suggested options will be emailed to you when advising opens, and can be requested from the AADM office at any time. The graduate electives must be approved by your advisor, so this list is very valuable. If in doubt, simply ask if a course would be an appropriate option.

With permission from your advisor and completion of the appropriate paperwork, AADM 6900 (Practicum – pg. 25) can serve as one of the three graduate electives. (Two different Practica can be two different graduate electives). Practicum awards 3 credit hours for a predetermined work-study arrangement. Read more about Practica below.

Alternatively, students may propose a project for AADM 6090 (Independent Study – pg. 27) with the approval of their advisor for 3 credit hours that would serve as a Graduate Elective. Independent Study differs from Practicum in that it is more research-oriented and culminates in a more cohesive report. Students interested in Independent Study must get approval from both an Advisor who will serve as the student’s liaison throughout the semester and the Department Head.

Graduate elective options include (but are not limited to):
- MANG 6746 - Operations Management
- PADM 4220G - Nonprofit Sector
- FA 4270G - Special Topics in 20th Century Art
- FTCA 4545G - Film Theory and Criticism
- AADM 6900 - Practicum
- AADM 6090 - Independent Study
- SUNO Museum Studies courses (cross-enrollment at SUNO necessary)

D. AADM 6990: Internship (6 hours)

The capstone of the AADM Program is the Internship. The internship is the basis for your final Internship Report (a.k.a. Master’s Examination Report), and the work experience in which you will put to use the knowledge you have accumulated in AADM courses.
Where will it be?
That is completely up to you! The internship can be with any arts organization in the world that agrees to host you and abide by our program conditions. The internship can be paid, unpaid, in New Orleans, anywhere in the U.S., abroad, with a nonprofit organization, with a for-profit organization, etc. It can require any application process and can be very, very competitive. It is recommended that you choose several possible organizations (speak with your advisor and the Arts Admin office for ideas in your desired field) and apply to them all. You might be chosen for the first one you apply for, but you might also struggle to find an appropriate organization. If you do not find an internship immediately, don’t worry. We would rather go out of our way to help you find an organization that is a good fit and will help you with your professional goals than see you settle for an internship that will not be a beneficial experience.

What are the prerequisites for enrollment?
It is required that students:
- Have advisor approval
- Have an internship organization chosen (this includes their Offer Letter to you).
- Turn in an Internship Agreement with the supervisor’s signature.
- Turn in an Internship Proposal, with an Internship Proposal Cover Letter attached.
- Have completed and passed all sections of the Comprehensive Exam.

What will be required?
- A lot of paperwork is involved before, during and after the Internship.
- 480 hours of work with the organization. This is equivalent to three months of full-time employment but can be distributed in other ways.
- Any duties requested by your organization. The internship is intended to train you for the profession, but occasionally small tasks may be necessary. If unskilled tasks become the bulk of the internship, contact the AADM office.
- See the Internship section (pg. 33) for more detailed information on internship requirements.

E. AADM 7040: Exam or Report Only (non-credit course)
Exam or Report Only is also sometimes called “Thesis Only”, but this is a misnomer, as the AADM program is a Non-Thesis program. However, 7040 is the “Exam or Report Only” option in any graduate program. It is also not a required course.

7040 is a course students enroll in as a placeholder to allow completion of an internship and report. If all other degree requirements (including undergraduate foundations and AADM 6990) have been taken, and the student has not yet graduated, then they will need to enroll in AADM 7040. The reason for enrollment is to have a positive “active” student status for the semester of graduation because state law will not allow anyone to receive a degree from an institution at which they are not currently enrolled.

If you are enrolled in any course other than 7040, even an undergraduate foundation or a graduate elective, you are not eligible to enroll in 7040. You are able to graduate without
enrollment in 7040 if you are enrolled in any other course at the University of New Orleans during the semester of intended graduation.

7040 is a non-credit course, and as such there will be no hours of graduate credit awarded for completing the course. This also means that there will be no grade given for the course. Just as with internship, permissions are needed for enrollment in AADM 7040.

**You can only enroll in AADM 7040 one time.** Very special circumstances sometimes cause students enrolled in 7040 to be unable to graduate that semester. If that happens, and the student has been in active communication with the department, a process can be begun to appeal for a second enrollment in 7040. This is a very special circumstance and is to be avoided if at all possible.

You can take 7040 any semester! You do not have to have been a matriculating student the previous semester in order to enroll in 7040. You can take AADM 6990 (Internship) and your other final courses in a Spring semester, finish the internship over the summer, write the report during the fall and officially graduate in the fall of that year while enrolled in 7040. Additionally, it is perfectly acceptable to have semesters of unenrollment while you finish internship hours and the report if necessary, unless you are an international student with a visa. However, for the sake of momentum, it is recommended that 7040 be taken the semester sequential to the AADM 6990 semester.

**Why would I want to take 7040?**
The costs of 7040 are very minimal. In the Spring of 2013, costs were approximately $35. Though, for future semesters, this cost may rise to a maximum of $150. Check the Financial Services website to be certain. This cheaper enrollment fee is due to the non-credit nature of the course. This being said, enrolling in 7040 after you have taken Internship and all other requirements allows you to finish the internship at your convenience, write the Internship Report, defend and graduate within a reasonably stress-free amount of time. It is very uncommon and very, very difficult for students to begin their internships, finish all/most of the internship, write the report, schedule the defense, edit the report and graduate within the span of a single semester. 7040 makes that impossible timeline completely reasonable.

It is worth noting, for financial aid purposes, that 7040 qualifies graduate students as full-time.
Registering for Courses

While most information about course registration can be found in the Graduate Student Handbook, there is some additional information of which AADM students need also be aware.

Permissions
It is necessary to get Webstar permissions to enroll in any course that you wish to take, whether it is an Arts Administration course, a graduate elective, or an undergraduate foundation. There are different processes that you will need to undergo for each type of course because the AADM office cannot give you permission for anything outside the AADM Program.

**Note on Provisional Acceptance:** If you were accepted into the Program provisionally, you will not be able to register for your second semester of courses until the provisions have been met. The most common reason for provisional acceptance is a lack of GRE scores at the time of application. It will be necessary to take the GRE before you will be able to register for your second semester of courses.

Permissions for Arts Administration Courses
Come in for advising! You have to be advised every semester, for the specific purpose of getting permission to enroll. If you are intending to enroll in Practicum (AADM 6900 – pg. 25), Independent Study (AADM 6090 – pg. 27), Internship (AADM 6990 – pg. 9) or Exam or Report Only (AADM 7040 – pg. 10), you might need additional paperwork to be granted permission. Check with the AADM office to see what you need.

Please note: The graduate assistants will usually be the ones actually giving you Webstar permission for AADM courses, but we cannot give permission for anything without the consent of your advisor.

Permissions for Graduate Electives
If you are taking a graduate elective (pg. 9), (excepting Practicum), you will have to get permission from the instructor teaching the course in which you want to enroll.

First, make sure you are attempting to take a course that is approved by the AADM program as a Graduate Elective. If a list of specific options isn’t provided to you for the upcoming semester, request the list of approved options and see what’s available from that list. If a 5000 or 6000-level course is being offered that you feel would be an appropriate elective option for you and your career goals, ask your advisor about it. It might very well be approved.

If the course is an approved elective option, find the name of the professor and send him/her an email. To find his/her email address, enter your UNO student email account and create a new message. Click “To...” in the address bar and you should be able to find the “Default Global Address Book” in contacts. This is an up-to-date list of all active UNO email addresses. Type the professor’s name, select the name, press the word “To - > ” and the email address should
appear. Select “OK” and type your message. (If you have trouble finding his/her email address, let the AADM office know, and we can try to help you.)

Make sure to mention in the email:
- Your legal name
- Your student ID number
- That you are enrolled in the Graduate Program in Arts Administration
- That you are required to take graduate-level electives as a part of the AADM program and their course is an approved option you wish to take.
- The course name, number and section number. Be very specific.
- That you would appreciate if they would give you Webstar permissions.

That is the relevant information. Be cooperative and courteous and you should have no issues.

Permissions for Undergraduate Foundations
As of the Fall of 2013, under the UL (University of Louisiana) System, graduate students are required to get individual permissions for undergraduate foundation courses (pg. 7). Because it’s not been in practice for very long, this process might confuse some undergraduate professors, and even be met with resistance. As with Graduate Electives, just be courteous and patient and it should be simple to get permissions.

For visual art, theatre and music undergraduate foundations, you should be able to get permission for any course that gives undergraduate credit.

For the business foundations, you will be met with a lot of resistance should you try to get permission for anything other than BA 3010, MKT 4400, ECON 4400 or ACCT 4400. If at all possible, try to stick with those options. If you absolutely cannot make one of those sections work, contact the AADM office for help.

Find the course you want to take and find the email address of the professor in the manner described above, in the Permissions for Graduate Electives section.

Make sure to mention in the email:
- Your legal name
- Your student ID number
- That you are enrolled in the Graduate Program in Arts Administration
- That you are required to take some undergraduate foundations as a part of the AADM program and their course is one you were told by your advisor to take. (Please only say this if you were, in fact, told by your advisor to take that course).
- The course name, number and section number. Be very specific.
- That you would appreciate if they would give you Webstar permissions.

Should you meet with any difficulty beyond that described above, contact the Arts Admin office for help sorting everything out.
Registering
Registration for courses is done through Webstar. Use your UNO ID and password to log in. Once in the Student Center, you can search for and enroll in courses.

There is a description of registration in the [Graduate Student Handbook](#) as well as below. Please view the Graduate Student Handbook for information on holds, your Fee Bill, or viewing your grades.

1. The easiest way to get to the Search engine.
2. “Search” is another way to get to the search engine. Or, to simply enroll in the courses (if you know the course ID number - not just the name and section) you can choose “Enroll”.
3. If you have any holds on your account, you won’t be able to register. If you have an Immunization hold, check out the Student Health Center website to discover your options. If it’s another hold, contact our office and we’ll figure out what to do.
4. Once you’re done enrolling in your courses, you should be able to see your semester schedule in this part of your Student Center.
The Search Engine

Note: You must choose at least two search criteria, but it doesn’t matter which two.

1. Make sure this is the correct term! It will automatically reset each time you start a new search.
2. Choose the field in which you want to search for classes.
3. You can choose “Undergraduate” or “Graduate” here. You can also leave it blank if you intend to choose other search criteria.
4. This drop down box will make a lot of other search options available, including (but not limited to) professor name, meeting days and meeting times.
When you’re actually looking at the search results from your query, note that not all sections of every course will be displayed automatically.

1. This is your indicator that there are more than three available sections of the course available for students to enroll in.

2. Click this to view all available sections. If you choose a section of the course to view, then return to the search results, you will have to click this again to view other sections of the course.
When you’re looking at the details of a class, this is the page of information you will see.

1. To go back and view more courses meeting the search criteria you entered, click this. Don’t press the back button in your browser!
2. This is the number you will need to actually enroll in the course. When you know you want to add the course, write this number down.
3. This means that the Arts Administration office must give you individual permission to enroll in the course. This is the case for any course in which you’ll want to enroll, but only the department offering the course can give permissions.
4. The course will not appear in your search results if the class capacity has been met and the “Show Open Classes Only” box was checked on your original search query.
If you went straight to “Enroll” because you knew your course number, or once you have gotten to the point in which you actually add your desired courses, this message will pop up.

Important Message for Graduate Students: (23000.22) Undergraduate courses cannot be counted in enrollment hours for the purpose of Federal Student Aid. If you apply for aid, you will not qualify for Federal Student Aid.

For Federal Student Aid purposes, a student pursuing a Master's degree may receive aid for only 6 credit hours of research. Any additional research hours attempted for the degree will not qualify for Federal Student Aid.

If you have any questions, please call the Financial Aid Office at 280-6603.

Click “OK” and you will be directed to your shopping cart.

It means that, for the purposes of Federal Financial Aid (government student loans), you have to be enrolled half-time (at least 5 credit hours) in Graduate-level courses. Please note that most courses are for 3 credit hours, so students will likely have to enroll in 6 credit hours. As long as you take at least 5 hours of graduate-level courses in a semester, you can take as many undergraduate foundations you need and should still qualify for Federal Financial Aid. Contact the number listed on the box for questions about financial aid, as the Arts Administration office is unable to provide help with student loans.

Click “OK” and you will be directed to your shopping cart.
Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2013 Fall | Graduate | University of New Orleans change term

Add to Cart:
Enter Class Nbr

1

[Enter]

Find Classes

Class Search

search

2013 Fall Shopping Cart

Your enrollment shopping cart is empty.

My 2013 Fall Class Schedule

Class          | Description                      | Days/Times            | Room | Instructor      | Units | Status
AADM 5502-001 | Arts Admin Legal & Bus Appl (Sem) | Tu 6:00PM - 8:40PM    | TBA  | A. Keaton       | 3.00  | ✔
AADM 5504-001 | Overview Theatre Arts (Sem)      | Mo 3:00PM - 5:40PM    | TBA  | H. Greenblatt   | 3.00  | ✔
MUS 2001-005  | Special Topics-Music (Sem)       | TuTh 1:30PM - 2:45PM  | TBA  | H. Greenblatt   | 1.00  | ❌
MUS 2007-001  | Survey of Popular Music (Lecture)| TuTh 1:30PM - 2:45PM  | TBA  | H. Greenblatt   | 3.00  | ✔
XS_GSUNO 99999C5(GR)-001 | Cross-Registered at SUNO (Lecture) | TBA | TBA | Staff | 3.00  | ✔

Shopping Cart

1. If you have the 5-digit course number written down, simply type it here and it will be added to your Shopping Cart.
2. If you are unsure of the courses in which you want to enroll, you can also click here to search within the semester course offerings. (See the image on the next page).
3. When you’ve chosen courses, **whether or not you have permissions to enroll in them**, they will appear in your cart here.
4. If you drop courses, they will still appear in your schedule, as seen here.
## Add Classes

### Enter Search Criteria

University of New Orleans | [1070] 2013 Fall

Select at least 2 search criteria. Click Search to view your search results.

<table>
<thead>
<tr>
<th>Class Search Criteria</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Subject</strong></td>
<td>Arts Administration</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>is exactly</td>
</tr>
<tr>
<td><strong>Course Career</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Select **Show Open Classes Only** if available.
- Use Additional Search Criteria to narrow your search results.

**Search for courses through your Shopping Cart**

This is the search engine that will appear if you click “Search” in (number 2 in the image above).

Note that the semester is already entered. Choose 2 search criteria and “Search”.

Return to Add Classes

CLEAR CRITERIA   SEARCH
1. If you've already enrolled in courses that meet these search criteria, they'll appear here.
2. If you've added courses that meet these search criteria that are in your shopping cart, they'll appear here.
3. Select a course with this button and it will automatically be added to your cart.

**Finish Enrolling**

Once your cart lists your chosen courses, click “Proceed to Step 2 of 3” when viewing your shopping cart. After this you will be prompted to confirm the courses. Do this, and you will be directed to a page that will tell you whether enrollment in each course was successful or unsuccessful. If it is unsuccessful, read the error message to determine why you were unable to enroll.
Cross-enrollment at SUNO
Southern University at New Orleans began a master’s program in Museum Studies in 2013, and has encouraged UNO Arts Administration students to cross-enroll in their courses each semester. These provide a unique opportunity for students that have an interest in the museum profession.

Cross-enrollment means that the course you take at SUNO will be paid for almost entirely at UNO, through your UNO fee bill (the one exception is explained below). The hours you are enrolled in at SUNO will count toward your total enrolled hours at UNO, and those hours will be counted toward your UNO degree.

- The grade you receive in your course does not appear to impact your graduate GPA at UNO, although you receive credit for a graduate-level course.
- The course title and grade will appear on a separate page at the front of your transcript, under the title Transfer Credit. If you take multiple courses, this page will be updated each semester.

We are actively pursuing a better understanding of the process overall, and updates will be provided to students as soon as they are confirmed.

Process for enrolling:
1. Discuss the option of enrolling in a Museum Studies course with your advisor, and select a course.
2. Pick up a Cross-Enrollment Form from the AADM office.
3. Fill out the form, and bring it to the UNO Registrar (1st floor of the Administration Building).
   a. The form will need your advisor’s signature, as well as the signature of the dean of the Liberal Arts College. Please be aware that one or both of these individuals might be out of the office at any given time, so you might need to leave the form with someone until the signature can be acquired.
4. Bring the remaining paperwork to the SUNO Registrar (2nd floor of the Bashful Administration Building on SUNO Campus).
   a. Bring a method of payment for SUNO’s $20-ish technology fee with you to SUNO (credit cards are accepted), and bring that to the SUNO Bursar after you visit the Registrar.
      i. You are required to pay this fee at SUNO, and a form acknowledging this understanding should be signed upon your visit to the SUNO Registrar.
      ii. The timeline for paying this technology fee is possibly the most uncertain aspect of registering for a cross-enrolled course. If the deadline is not paid in time, a $40 late fee will be implemented. If you go too early, they might not allow you to pay the fee yet. Please be aware that the AADM program staff (as well as the Museum Studies program staff at SUNO) are attempting to amend this confusing issue.
b. The SUNO Bursar should provide you with a SUNO ID number, and you can ask them how to log on to Blackboard.

5. If the UNO Registrar requested it, bring whatever paperwork you have left to UNO’s registrar so that they can have a copy on file.

6. Email the professor so that you can assure you’re on their email list for the coming semester.

The course availability at SUNO should be provided with other course information shortly before registration begins. However, it is strongly encouraged for students to pursue the information using the directions below.

**Viewing SUNO course offerings**
The course availability at SUNO should be provided with other course information shortly before registration begins. However, it is strongly encouraged for students to pursue the information using the directions below.

To see the available courses for a specific semester, follow this link:
[https://selfservice.suno.edu:9010/prod8/bwckctlg.p_disp_dyn_ctlg](https://selfservice.suno.edu:9010/prod8/bwckctlg.p Disp dyn ctlg)

Select “Spring 2014” and on the next page, specify “Museum Studies” and “Graduate” level. Select “Get Courses”. All courses ever offered by the department will appear on the next page, but only courses being offered during the semester specified will have blue hyperlinks listed next to the “Schedule Type”.

Click on the hyperlink to learn more about the specific course listing. If an online section of the course is available, it will be listed on this page.
Note:

- When filling out the form for cross-enrollment, be sure to include the correct section number for the SUNO course, to assure you're in the appropriate course.
- In SUNO course listings, “R” stands for Thursday.
- Several in-person courses meet on Saturdays.
## Practicums vs. the Internship

<table>
<thead>
<tr>
<th>Practicum</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADM 6900</td>
<td>AADM 6990</td>
</tr>
<tr>
<td>Optional</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Can be for 1-3 credit hours of enrollment (3 is most common)</td>
<td>Must be enrolled in 6 credit hours</td>
</tr>
<tr>
<td>Can be taken more than once</td>
<td>Cannot be taken more than once</td>
</tr>
<tr>
<td>80-240 hours work commitment (240 is most common)</td>
<td>480 hours work commitment</td>
</tr>
<tr>
<td>Paperwork involved</td>
<td>More paperwork involved</td>
</tr>
<tr>
<td>Normally completed within a single semester</td>
<td>No specific time restrictions or expectations</td>
</tr>
<tr>
<td>Good opportunity to learn about a new area in the arts world.</td>
<td>Should be more focused on the student’s intended/desired field.</td>
</tr>
</tbody>
</table>

### Practicums

Practicums are offered which allow students to obtain academic credit for a predetermined work-study arrangement. Typically, students enroll in the class for 3 credit-hours, which equates to 240 hours of work. This means that a practicum can be an approved graduate-level elective.

Though it is less common, it is also possible to enroll in Practicum for 1 credit hour (80 hours of work-study) or 2 credit hours (160 hours of work-study). Regardless of the number of practicum credits in which you wish to enroll, the practicum must be discussed with and approved by your advisor prior to registration. It is also worth noting that should you enroll in a 1- or 2-credit-hour practicum, you must still reach the 36 credit hours of graduate work in order to complete the degree requirements.

### Note that:

- You are allowed to get paid for your practicum hours! It is not common, but it can occasionally happen.
- You cannot complete a practicum at an organization at which you have been previously employed.
- You cannot complete two practicums at the same organization (there are exceptions).
- You cannot complete a practicum and your internship at the same organization. Keep this in mind if you are entertaining the option of doing your internship at this organization.
- With approval, you can post-enroll in Practicum, meaning that you can actually begin accruing hours toward its completion before being registered in the course. This can help avoid "Incomplete" grades.
  - Ex: You can complete all or most of a practicum’s hour requirements over a summer semester, and enroll in AADM 6900 the following fall.
## Practicum Paperwork and Timelines

<table>
<thead>
<tr>
<th>Practicum Document</th>
<th>What is it?</th>
<th>When is it Due?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1) Proposal</strong></td>
<td>A document/form that informs the AADM program of your practicum organization, weekly schedule, supervisor and proposed duties, among other information.</td>
<td>Before the semester in which you intend to work the practicum. The proposal must be given to the AADM office before the student can enroll.</td>
</tr>
<tr>
<td><strong>(2) Midterm Evaluation</strong></td>
<td>The student’s evaluation of the practicum at the halfway-point of the enrollment semester. Ideally, this is also the halfway point of the practicum hours, but that is not always the case.</td>
<td>When the practicum hours are halfway completed (i.e. at 120 hours for a 240-hour practicum).</td>
</tr>
<tr>
<td><strong>(3) Supervisor Evaluation</strong></td>
<td>A form filled out by your practicum supervisor, evaluating your performance.</td>
<td>The last day of classes of the enrolled semester.</td>
</tr>
<tr>
<td><strong>(4) Timesheets</strong></td>
<td>A log of hours spent working at the practicum organization, signed by the student and the supervisor. Should total the number of hours specified upon enrollment.</td>
<td>The last day of classes of the enrolled semester.</td>
</tr>
<tr>
<td><strong>(5) Practicum Report</strong></td>
<td>A report detailing duties, responsibilities and learned skills while working at the practicum organization. Usually 3-5 pages.</td>
<td>The last day of classes of the enrolled semester.</td>
</tr>
</tbody>
</table>

If you do not turn in all of the above documents by the last day of classes during the semester in which you are enrolled in AADM 6900 (Practicum), you will receive an Incomplete (pg. 28).

Most of the practicum paperwork mentioned above can be found on the AADM “Resources for Current Students” page in the Master’s Program section of the program website. It is also available in the “Practicum Paperwork Packet” (pg. 69).
Independent Study

Independent Study (AADM 6090) differs from Practicum (AADM 6900) in that it is more research-oriented and culminates in a more cohesive report. Students interested in Independent Study must get approval from both an advisor that will serve as the student’s liaison throughout the semester, and from the department head.

Students wishing to enroll in Independent Study must submit a Proposal before registering for the course, and an Independent Study Report at the end of the semester for which they are enrolled. Failure to turn in a satisfactory report (at the discretion of your advisor and the department head) by the end of the semester in which you are enrolled might result in an incomplete grade (explained below).

Independent studies are intended to allow for an intense period of focus on a particular subject matter. Independent studies should culminate in a presentable report to be approved by the program director and advisor. The subject of an independent study is up to the individual student and enrollment should be used for those projects and research topics that the student wishes to pursue in greater depth than is taught in class and that don't fall under the umbrella of a work-study arrangement that characterizes a practicum.
So You Have an “I” Grade

What is an “I” and how does it affect me?
An I is an “Incomplete” grade. It is issued when a student enrolled in a course fails to complete course requirements during the registered semester, typically due to circumstances beyond the student’s control. When an I is issued, the professor believes the student will complete the course requirements before the end of the following semester.

In the Arts Administration program, I grades are issued almost exclusively for students who were enrolled in AADM 6900 (Practicum) or AADM 6990 (Internship). I-grades are offered when the completed, approved report for the course was not received on or before the date that grades were due. There must be agreement between the student and professor before an I grade is given. If the student does not complete the coursework and no agreement has been made with the instructor, an F will be given. A form acknowledging the fact is signed by both the student and the instructor, and is filed before the semester’s grades are due. It is expected that students understand how an “I” functions and what their expectations are regarding that grade. If you have received an I grade and do not understand what this means or why you received it, contact the Arts Administration office.

Currently, an I grade in any course will be valid until the courses end the following semester, after which the grade will convert to an F. This is only the case if the student fails to finish course requirements before said deadline. This rule is being evaluated as of summer 2013, and may change in the near future. Check UNO’s Graduate Student Handbook for the most updated information.

When will it go away?
Incomplete grades will be changed with a “Request for Change of Grade” form when the course requirements have been completed. The form is filled out by the course instructor and does not need to be signed by the student, so you may never see the report. You will, however, see the grade changed on your transcript.

If the I-grade was for a practicum, the request will be filed when your final report (along with all other necessary paperwork) has been submitted and approved.

If the I-grade was for Internship, the request will be filed when your final approved report, all other necessary paperwork, and all copies of the signed Master’s Examination Report have been received by the AADM office. This means that the request will not be filed until your defense and revisions are completely finished.

Once filed, the forms take approximately two weeks to process. The changed grades will be visible in Webstar after this time. As long as you turn in your internship report and signed Master’s Exam Reports on time, the changes will be complete in time for you to graduate.
Comprehensive Exams (a.k.a. “Comps”)

What are Comps?
After completing the three required courses in the Arts Administration program (Arts Marketing, Arts Law and Development), you are eligible to take the Comprehensive Examinations (“Comps”). These three courses can be taken during any semester, and do not need to be taken simultaneously. Comps can be taken the semester following the completion of the last of the three courses, or they can be taken during the semester in which you are enrolled in the last of the three core courses. Comps are divided into three sections; there is a section covering each of the three courses. Each section is prepared and graded by the professor of the respective courses, and the questions are different each year. The questions will be sent to you electronically and you will answer each question in a separate document labeled with only your student ID number for identification. With this, the examinations are anonymous. The directions for submitting the completed comps will be provided with the questions.

Comps are issued each spring and fall after midterms, but before finals. Students will have approximately 10 calendar days to complete all three questions and submit them for grading. The exact due date will be communicated when the questions are issued. It takes an average of 7-10 days for the professors to grade the questions and communicate those grades back to our department (though this varies based on the number of students taking the exams). Once we receive all three grades for all students, we will match the student names with the grades and communicate whether or not you passed. The questions are Pass/Fail only. You will not receive commentary unless you did not pass, and you will not receive your questions back. Once passed, you will be eligible to register for Internship (providing you meet all of the other requirements as well) and you will be further along the track to graduation. Comps must be passed before you will be allowed to register for AADM 6990: Internship.

Please note that although comps are an examination of sorts, they are not the “Master’s Examination” required by the Graduate School to complete degree requirements. Arts Administration’s Master’s Examination is the defense of the Internship Report.

What if you don’t pass?
Rarely, but occasionally, students will fail one or more sections of the comps. To evaluate the cause of the failing grade, the professor will be given the name and contact information of the student that did not pass. First, the professor meets with the student to discuss what he/she did not answer correctly. Then an oral exam is scheduled which takes place in person with the student, professor and department head. At this point, the professor can issue a “pass” grade or uphold the failure. If the student passes the oral examination, he/she will continue on in the path of students that passed comps. If the student fails the oral examination, he/she may take retake the part of the exam they did not pass in the following semester.
Graduate Assistantships

GA Opportunities

So you are beginning the AADM program, but you did not receive a scholarship or assistantship position through UNO. Can you still become a Graduate Assistant?
Yes, you still can if you were accepted non-provisionally to the University and the AADM program. If you did not take the GRE, you are not eligible until you have official GRE scores on file with the University. Throughout your matriculation in the AADM program, your application is kept on file in the AADM office. When the department hears of an opening (which can happen at any time of the year, including mid-semester), an inquiry will be sent to those students whose applications are on file asking if they would like their application forwarded to that department. If you confirm, your application will be forwarded. At that point, unless the opening is in the Arts Administration department, AADM will not have any control over what happens. The department has no influence over who is chosen.

How do you apply to become a Graduate Assistant?
Ideally, you would have submitted a Graduate Assistant application with your other application materials to the Arts Administration Program. If you did so, then you have already applied. If you did not provide that application, you can find it on the AADM website at the following location: [http://www.uno.edu/cola/Departments/artsadmin/MastersProgram/HowtoApply.aspx](http://www.uno.edu/cola/Departments/artsadmin/MastersProgram/HowtoApply.aspx)
Look for the link titled “Graduate Assistant Application”. Fill that out and give it to the program, and your GA application is complete. Additionally, emailing the program a digital version of your most-updated resume is helpful for sending to departments that are interested in hosting GAs.

What are your chances of getting an appointment?
Assistantships open periodically in different departments throughout the university and are filled on an as-needed basis. Only three positions exist in the Arts Administration office, but other places in which you can be appointed include (but are not limited to) the Ogden Museum of Southern Art, St. Claude Gallery or Music Departments. The AADM Department is very active in supporting our students’ applications. In the Spring of 2013, the program had 51 students actively matriculating. Of the 51 students, 12 of our students were GAs in various departments.

Assistantships are very competitive, and two things that are strongly weighted are your undergraduate GPA and your GRE scores. If you did not take the GRE, your application is considered incomplete and will not be submitted for consideration until the University has official scores on file.

Disclaimer: Just because you have the strongest credentials does not mean you will be chosen. Assistantships are like jobs. You are interviewed to see whether your personality will fit with the department as much as whether your academic history is strong enough. In an interview setting, your résumé and professionalism are as important as your academic credentials.
If you took the GRE after you were officially accepted to the program, please let our office know (artsadm@uno.edu) when you took the test so that we know your application is valid and eligible for submission.

GA Benefits

Graduate Assistants receive a number of benefits for their academic appointments:

- Non-resident tuition and fee waiver
- Tuition exemption for fall and spring semester courses
  - Tuition for summer courses is not covered, but you would only pay in-state tuition
- Graduate enhancement fee is waived
  - Other fees are not covered.
  - Fees not covered include International Fees for international students.
  - To calculate what fees you’d have to pay per-semester, use the following formula:

<table>
<thead>
<tr>
<th>Total tuition and fees</th>
<th>- Tuition</th>
<th>- Graduate Enhancement fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

= total cost per semester for a GA

- Stipend of 8 equal payments over each semester. The current rate is $2,750/semester, or $5,500/year total.
  - Exact pay periods are posted on the UNO website, but the 15th and 30th are a general rule.
    - If the 15th or 30th fall on a weekend or holiday, the paycheck will be deposited on the Friday/weekday before the usual date of payment.
- Summer academic appointments (not guaranteed, you are appointed at the discretion of your department) will result in an additional stipend. The exact amount varies, but Summer 2013 appointments earned $1,222.
  - Assistantships are not guaranteed to cover summer tuition and fees.
    - This is University-wide, not at the discretion of the assistantship department. This is a new development beginning summer 2013.
    - The University might allow tuition coverage for GAs in the summer if enough money becomes available, but this is not guaranteed.
    - Whether you are in- or out-of-state, you will be responsible for only in-state tuition and fees if you decide to take courses over the summer.
      - You are allowed to take courses over the summer whether or not you are working a summer appointment with in-state status.
  - Summer appointments earn at the same rate as they do for fall and spring semester academic appointments, but there are only two paychecks over a summer academic appointment.
GA Responsibilities

- 20 hours/week of work, schedule determined by yourself and your hosting department.
- Full-time student status. You must be enrolled in 9-12 hours of credit for Fall and Spring appointments.
  - The exception is summer. You do not have to be enrolled in courses over the summer to be a GA.
- Adherence to academic appointment calendar.
  - Academic appointment start and end dates are included on official University calendars, but always begin the Monday before courses begin and end the Friday after finals week is over.
- Filling out of a Job Description form (found on UNO's website) every semester.
  - Every semester, even if you were appointed for an entire academic year.
- Specific duties are determined by your department.

There is a lot of paperwork associated with a new Graduate Assistant appointment. There is paperwork involved each time you are rehired for a new semester/year. The individual in charge of your hiring paperwork should explain each document as it is needed, but all paperwork should be read carefully before it is signed. This is for both you and your host’s benefit.
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](http://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**  
Email desired time slot to: artsadm@uno.edu  
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.

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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.

It is strongly recommended that the student work with their major professor throughout the writing process, and provide a preliminary rough copy of the proposal to the major professor before the proposal’s final submission. This will allow any problems to be addressed before the deadline. No typographical errors are allowed in the final copy. Submission by email is accepted for the rough copy ONLY, at the discretion of the major professor. Please be sure that the proposal is accompanied by the Proposal Cover Letter.

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".

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.

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).

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.

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

Abstract

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.

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

VITA

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.

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

<table>
<thead>
<tr>
<th>Images</th>
<th>JPEG (.jpeg)</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/](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_lastnameFirstname
- 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> (see next page)</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>Found on the UNO Grad School Website</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>Link:  <a href="http://www.uno.edu/grad/documents/candidatapos.pdf">www.uno.edu/grad/documents/candidatapos.pdf</a></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></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 will not 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 will not graduate that semester if this is not paid by the posted deadline.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
University of New Orleans
MASTER OF ARTS IN ARTS ADMINISTRATION
INTERNSHIP AGREEMENT

**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
INTERNSHIP 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/off er 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
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.
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>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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>
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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**

Name:  
Student #:  
Semester Entered:  
Advisor:  

Advising Date:  

Notes (Career goals/Concentration etc.):  

---

**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>
<tbody>
<tr>
<td>One undergraduate-level Accounting course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Ex: ACCT 4400 - Accounting Foundations for Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One undergraduate-level Economics course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Ex: ECON 4400 - Economic Foundations for Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One undergraduate-level Marketing course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Ex: MKT 4400 - Marketing Foundations for Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA 3010 - Legal Environment of Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>One undergraduate-level visual arts course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>One undergraduate-level music course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>One undergraduate-level theatre course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

---

**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)*

Semester enrolled in Practicum: _______________________
Practicum Organization: ____________________________

<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)*

Semester enrolled in Practicum: _______________________
Practicum Organization: ____________________________

<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>
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<tr>
<td>Midterm Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Evaluation</td>
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<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>
### III. FINAL MA DEGREE REQUIREMENTS

**A. Comprehensive Exam**

Semester: ________________________________

Grade (Pass/Fail): ________________________________

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

Semester enrolled in Internship: ________________________________

Internship Organization: ________________________________

<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>
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<tr>
<td>Internship Proposal</td>
<td></td>
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<tr>
<td>Letter of Offer from Org.</td>
<td></td>
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<tr>
<td>Internship Agreement</td>
<td></td>
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<tr>
<td>Midterm Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard copy of Report (to AADM Dept.)</td>
<td></td>
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<tr>
<td>Electronic copy of Report (to AADM Dept.)</td>
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</tbody>
</table>

**AADM 7040 Semester (Not mandatory): ________________________________

**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>
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<tr>
<td>Committee Agreement</td>
<td></td>
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</tr>
<tr>
<td>Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader 1:</td>
<td></td>
<td></td>
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<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>
<td></td>
</tr>
<tr>
<td>Four (4) signed Master’s Examination Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>