

FAA5180/6080 ~ Studio Research Assistantship Guidelines

Course Description

This course allows graduate and undergraduate students to conduct research for Fine Arts faculty, including full-time, part-time, tenure-track and adjunct professors, or for a graduate student who is working on specific, substantial studio art research project. The person directing the project shall hereafter be referred to as the **Project Director**. Students have the unusual opportunity to gain in-depth knowledge about the work that goes into a long-term project, the business aspects of being a working artist, exhibition preparation, and marketing and promotion of art work. Students will further benefit from public recognition of their contributions when artists cite their assistance in publications or at exhibitions of projects they worked on.

Limits

Students generally may not accumulate more than 4 credits total in any combination of this course and the Professional Internship course. Of these credits, only 2 can be taken with a graduate student as Project Director. In exceptional situations, students may petition the entire Fine Arts faculty to repeat the course and may do so with a majority vote.

Amount of Work

Both graduate and undergraduate assistants should complete a total of 45 hours of work per credit hour by the end of Exam Week in any given semester. (45 hrs. for 1 credit; 90 hrs. for 2 credits; 135 hrs. for 3 credits; 180 hrs. for 4 credits)

Required Meetings

Four meetings are required. The Project Director and assistant must meet 1 time each in weeks 1, 5, 10, and 15.

Procedures

1. The student seeks a position as assistant to a Fine Arts faculty or graduate student.
2. If a graduate student is the Project Director, the assistant must find a full-time faculty member who agrees to act as the Faculty Supervisor for the assistantship. The Faculty Supervisor ensures that meetings are taking place as required, signs off on the Work Plan, and submits the grade at the end of the assistantship.
3. Prior to the start of the assistantship, a Studio Research Assistantship Work Plan form is filled out jointly by the student and the Project Director. This outlines the duties to be performed by the assistant, and defines the period of time the assistantship will cover. It is signed by the assistant and the Project Director. If a graduate student is the Project Director, the Faculty Supervisor must also sign. All signatories receive a copy of the Work Plan form.
4. The student turns in a completed Add/Drop slip to enroll in the course (FAA5180/6080) for the appropriate number of credit hours. The student attaches the slip to the Work Plan and delivers it the School of Art Director to approve. Once the School of Art Director signs the Add/Drop slip and approves the plan, the student can then take that to OneStop to register. The Work Plan original will be held in the School of Art office.
5. A Studio Research Assistantship Evaluation Form must be completed by the Project Director at the conclusion of the assistantship. It is the assistant's responsibility to give a copy of the form to the Project Director before the last day of classes in the semester in which the assistantship took place. If a graduate student is the Project Director, he/she completes the Evaluation Form and gives it to the Faculty Supervisor, who in turn submits the grade as directed below in "Grades and Evaluation".

Grades and Evaluation

Grades should be reported by the Project Director (or the Faculty Supervisor if a graduate student is the Project Director) to Emily Paolucci (emily.paolucci@uc.edu) by 12 noon on the last day of Exam Week.

Work Duties of Assistants

Students may aid Project Directors with their creative research and shall be engaged in meaningful training in the practices of a professional artist. He/she should be considered an apprentice, not a volunteer. The assistant should be assigned tasks at a level of complexity that will allow him/her to learn about artwork production, and how artists interface with exhibition, publication, and/or marketing venues. The following are some examples of this kind of work, with guidelines as to the ***maximum*** amount of time allowed for specific activities. The list is not comprehensive.

- Assist in the creation of artwork (100%)
- Assist in clerical work such as requisitioning art materials and supplies; ordering materials from Interlibrary Loan; business correspondence and filing; preparation of project-related marketing and advertising materials; inventory original works of art or materials (20%)
- Assist in art project-related research such as scanning and photocopying appropriate material; researching exhibition, publication, and grant/funding opportunities; collecting information from reference guides about technical processes, people, movements, styles, etc. (30%)
- Aiding in the packing, shipping and installation of artwork; preparation of project-related presentations (such as at conferences and professional meetings) (30%)

Exclusions: Project Directors may not ask students to perform tasks that relate to course preparation. The following are examples of excluded activities. The list is not comprehensive.

- Use the Internet to find links related to course topics
- Use ArtStor and the internet to gather images
- Order relevant sources for the library—publications, videos, DVDs, etc.
- Scan, label, prepare, and organize imagery for lectures
- Requisition needed materials and supplies for classes

STUDIO RESEARCH ASSISTANTSHIP WORK PLAN

The Project Director and assistant should fill out this form jointly. A Faculty Supervisor needs to sign it if the Project Director is a graduate student. *All signatories should receive a copy when completed.* Return this form with a completed Add/Drop slip to the School of Art office for the School of Art Director to approve your enrollment in the class. You must then take the Add/Drop slip to OneStop to be officially enrolled.

Student Name: _____ **Student ID M** _____

No. of credit hours registered for: _____ **Start Date:** _____ **End Date:** _____

Days/Hours to be Worked: _____

One-on-One Meeting Schedule (4 minimum): _____

Description of Current Studio Research Project: _____

Description of the Assistant's Duties and Responsibilities: _____

Writing Assignment: A word-processed synopsis of the learning experience. This should be no more than 3 pages, double-spaced and include a description of the work performed, an analysis of what was learned, and conclusions that the assistant has drawn about the nature of the life of an artist. This paper is due on the last day of classes in the semester the assistantship took place.

SIGNATURES - Affixing a signature affirms agreement with the terms of this document.

Assistant: **Signature:** _____ **Date:** _____
Printed Name: _____ **Phone:** _____
Email: _____

Project Director: **Signature:** _____ **Date:** _____
Printed Name: _____ **Phone:** _____
Email: _____

Faculty Supervisor: **Signature:** _____ **Date:** _____
(if required) **Printed Name:** _____ **Phone:** _____
Email: _____

STUDIO RESEARCH ASSISTANTSHIP EVALUATION FORM

To the Project Director: Please fill out this form keeping in mind that the assistant is a student who is in training and not a professional employee. This rating will be used to help determine the assistant's grade, so please consider your responses carefully. *(Grad Project Directors: Please give this to the Faculty Supervisor when completed.)*

Assistant: _____ E-Mail _____

Project Director: _____ E-Mail _____

Faculty Supervisor (if req.): _____ E-Mail _____

Start Date: _____ **End Date:** _____ **Total number of hours worked:** _____

Did the assistant complete the goals set out in the Studio Assistantship Work Plan? If not, why not?

Was the written assignment handed in on time? Yes No

Was the written assignment clear and well organized? Yes No

Was the written assignment free of spelling and grammatical errors? Yes No

Did the written assignment contain all the required information? Yes No

Strengths of the assistant:

Areas in which the assistant could improve:

What was the degree of the assistant's effectiveness in achieving the expected results? Please comment on the following performance factors, using the following scale:

- A - Excellent = consistently exceeded expectations
- B - Good = consistently met expectations; exceeded some expectations
- C - Satisfactory = consistently met expectations
- D - Poor = failed to meet expectations
- N/A - Not applicable

| Performance Factors | Rating | Comments and/or Examples |
|--|---------------|---------------------------------|
| Production (produces the expected amount of work) | | |
| Thoroughness/Accuracy (gets the job done right) | | |
| Independent Action (uses initiative, does not require close supervision) | | |
| Work Methods (works efficiently, organized) | | |
| Problem Solving (analyzes relevant facts, makes sound recommendations) | | |
| Interpersonal Skills (courteous; open to other opinions) | | |
| Written Communication (clear, well-organized, grammatically correct) | | |
| Job Knowledge (proficient in methods or skills required; acquired knowledge) | | |
| Work Habits (good attendance; personal calls or discussions did not interfere or disrupt) | | |
| Attitude (situationally appropriate; matched to task) | | |
| Suitability for the Work (understands what the artist does and the work required) | | |
| Other | | |

If given the opportunity, would you work with this assistant again? ____ Yes ____ No

FINAL GRADE: _____

Project Director's Signature & Date: _____

Faculty Supervisor's Signature & Date (if req.): _____