

**School of Public and Environmental Affairs (SPEA)
Certificate in Arts Administration
Application and Checklist**

Last Name _____ First Name _____

Student ID# _____ Phone _____

Local Address and Zip Code _____

Current School (SPEA, COLL, HPER, etc.) _____ Major _____

Expected Graduation Date _____ Today's Date _____

Student Signature _____

Certificate APPLICATION requirements: 3.00 CGPA and 24 undergraduate credit hours

Certificate COMPLETION requirements: 2.00 GPA in all certificate course work and 21 credit hours of certificate courses

Management Core courses (four courses, 12 credit hours)

THREE required courses (9 credit hours):

- _____ SPEA-V 220 Law and Public Affairs
- _____ SPEA-V 362 Nonprofit Management and Leadership
- _____ SPEA-A 354 Arts Marketing Fundamentals

Choose **ONE** additional course to complete Management Core requirement (3 credit hours):

- _____ SPEA-V 246 Elements of Governmental and Nonprofit Financial Accounting Cycle
- _____ SPEA-V 372 Government Finance and Budgets
- _____ SPEA-V 373 Human Resources Management in the Public Sector
- _____ BUS-L 201 Legal Environment of Business
- _____ BUS-L 250 Law and the Arts

Arts Administration courses (9 credit hours from the following list; see bulletins for pre-requisites)

- _____ AADM-Y 412 Opera Management
- _____ AMID-F 402 Collection Management for Historic Textiles and Costumes
- _____ AMID-F 403 Practicum in Collection Management
- _____ ANTH-A 403 Introduction to Museum Studies
- _____ ANTH-P 401 Cultural Resource Management
- _____ BUS-L 315 The Business and Law of Entertainment and Sports
- _____ FINA-U 400 Sources and Resources: Professional Skills in Fine Arts
- _____ SPEA-A 163 Art Worlds: Management, Markets, and Policy
- _____ SPEA-A 236 Music Industry I
- _____ SPEA-A 241 Inside Community Arts Organizations
- _____ SPEA-A 336 Music Industry II
- _____ SPEA-A 405 Programming in the Performing Arts
- _____ SPEA-A 450 Contemporary Topics in Arts Administration (**MAY CHOOSE MORE THAN ONE TOPIC**)
- _____ SPEA-A 459 Public Policy and the Arts
- _____ SPEA-A 464 The Economics and Administration of Artistic Organizations
- _____ SPEA-V 361 Financial Management
- _____ SPEA-V 380 Internship in Public and Environmental Affairs (**SEE EXPLANATION ON BACK**)
- _____ SPEA-V 438 Mass Media and Public Affairs
- _____ SPEA-V 458 Fund Development for Nonprofit Organizations
- _____ THTR-T 428 Production and Events Management

Date Granted _____ **Final Cumulative GPA** _____

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Certificate in Arts Administration
Optional Experiential Component**

Students are encouraged, though not required, to do a practicum (structured project) or an internship in arts administration during their degree program. Students interested in receiving SPEA credit for an internship should contact the SPEA Career Services office for internship paperwork and permission to register for SPEA-V 380 **prior to the start of the internship.**

Internship projects give students an excellent opportunity to apply classroom theory and techniques to real-life experiences. Students enrolled in the Certificate in Arts Administration are encouraged to participate in an internship with an arts organization. These internships can be done in a variety of arts establishments and areas across the country. For suggestions on finding internships, feel free to contact the Arts Administration office located in SPEA 201, phone 812-855-0282.

Internships are administered by the SPEA Office of Career Services, suite 200, 812-855-9639. To receive credit for an internship, students must be in good academic standing (2.0 cumulative GPA) and are required to complete the following forms: an Internship Contract, Internship Summary Report, and Supervisor Evaluation. These required documents are located at http://www.iu.edu/~speaweb/careers/ug_forms.php

Interested students are required to submit an Internship Contract at least 7-10 business days **before** their internship begins. Internship Contracts usually take 3-5 business days to process. Once the Internship Contract is processed, students are notified via e-mail whether or not the contract has been approved. If the contract is approved, the SPEA Office of Career Services will grant authorization for elective credits. Next, the student will be authorized to register for elective credit for SPEA-V 380. Elective internship credit hours are given as follows: the first credit hour requires a minimum of 120 contact hours (hours on-site at the internship) and each additional credit is another 80 contact hours. Therefore, if a student wishes to receive 3 credit hours s/he must complete 280 internship contact hours. A maximum of 3 internship credits can be applied to the 9 credit hour Arts Administration component of the certificate.

Please note that SPEA does not award internship credit for internships that have previously occurred. Credit can only be awarded when students follow the proper procedures for internship approval and registration.