

Fountain School of Performing Arts Long and Short Apprenticeships

Application Form and Guidelines for Students, Host Organizations, and FSPA Advisors

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INTRODUCTION

What are Apprenticeships?

The Fountain School of Performing Arts is pleased to offer its students the opportunity to engage in experiential learning for academic credit through placement with an established organization in the performing arts or other study-related field. Apprenticeships can be either one term (3.0 credit hours: Short Apprenticeship) or a full academic year (6.0 credit hours: Long Apprenticeship) in duration. A Short Apprenticeship will require approximately 50-60 hours of student work with the Host Organization, while a Long Apprenticeship will require approximately 100-120 hours with the Host Organization. These hours include student preparation and homework as well as active teaching contact time. Normally, the Host Organization will offer at least 1-2 hours of active teaching contact time per week. Apprenticeships can be taken for credit **only** via a successful application by the student to the Fountain School of Performing Arts.

Who Can Apply?

Apprenticeships are intended as “capstone” experiential-learning opportunities for upper-level Major or Honours students who have shown evidence of strong work ethic, maturity, professionalism, and academic ability during their studies at Dalhousie. Only 3rd or 4th-year Honours or Major students will be considered. Students applying for Apprenticeships must have a cumulative GPA of at least 3.30 (B+) in their Honours or Major subject at the time of application.

With Whom Do Students Apprentice?

Apprenticeships may be possible within a range of contexts, with preference given to well-established organizations or artists that have proven ability to support student learning. The chosen organization or artist must be able to show that they can offer appropriate supervision, learning opportunities, and safety for students. The initial responsibility lies with the interested student to contact a potential apprenticeship partner and to confirm both that the partner is interested in taking on an apprentice for the period in question and that they can assist the student in ensuring successful learning outcomes.

What Are the Goals of an Apprenticeship?

An apprenticeship placement for a FSPA student is intended to provide the student with an opportunity to further their learning in their chosen field through high-level practical experience. Apprenticeship plans **must** include well-defined tasks to be undertaken by the student, must show that these tasks will help the student to achieve specific learning objectives, and must

clearly define the intended pedagogical outcomes.

What is the Process for Establishing an Apprenticeship?

The student is responsible for the initial contact with a potential host organization and for determining that the organization can support the student's learning. If the host organization is willing to commit to the apprenticeship, the student will then apply for the program through the Fountain School of Performing Arts. If the student's application is approved, the student and their faculty advisor in FSPA will contact the host organization to confirm.

What Happens if Problems Arise During the Apprenticeship?

Students are required to abide by the policies and regulations of the host organization during the apprenticeship. If a problem arises, the host organization must first contact the Director of FSPA. Likewise, the student can contact the Director of FSPA with any concerns about the apprenticeship. The director will liaise with all parties in order to reach a solution; in extraordinary circumstances, the host organization is entitled to ask the student to leave the premises because of their conduct. The legal Apprenticeship Agreement contains additional details pertaining to this matter.

Who Can I Contact for More Information / Assistance?

If you are interested in applying for an apprenticeship and would like to learn more, please contact the Associate Director for Music, Theatre, or Cinema & Media Studies (depending on your area of concentration within the School) for further advice.

INFORMATION FOR STUDENTS

When Do I Have to Apply?

Fall or Winter Apprenticeships: apply by **April 15** of the academic year preceding that in which the proposed apprenticeship would take place. Summer Apprenticeships: apply by **March 1** prior to the summer in which the proposed apprenticeship would take place.

What is the Process for Application?

The following steps must be followed in order to apply for an apprenticeship:

- a. Before the deadlines above, the interested student must contact the organization with which they hope to apprentice and confirm:
 - a. The institution's willingness to take on an apprentice for the period proposed.
 - b. A potential supervisor within the institution for the period proposed.
 - c. The learning objectives / outcomes the student hopes to achieve.
 - d. The specific tasks they plan to undertake at the institution in order to achieve them. The student must also identify a potential advisor within their field of specialization in the FSPA (for example, a Voice professor for a Voice-related apprenticeship; a Costume Studies professor for a Costume-related apprenticeship) who is willing assist them as needed during the apprenticeship.
- b. By the deadlines above, the student must submit the attached form to the FSPA Main Office. As part of this application, the student **must** obtain signatures from their potential supervisor at the proposed institution and their potential faculty advisor at Dalhousie to confirm their commitment to supporting the proposed apprenticeship. The student must also answer all questions on the form in enough detail to allow the

- FSPA to assure the pedagogical suitability of the proposed apprenticeship.
- c. All applications will be considered by the FSPA Associate Director for either Theatre, Music, or Cinema & Media Studies (depending upon the applicant's area of concentration). If the Associate Director is uncertain about any aspects of the application, they may consult with relevant committees and/or faculty in the student's field of specialization as needed.
 - d. The Associate Director will then share all approved applications with the Director of FSPA for final approval. The appropriate Associate Director will communicate all decisions to the student with an explanation of their rationale and of any conditions involved.
 - e. Only once all approvals have been confirmed will the student be given permission to register for a Long or Short Apprenticeship in the following year.

How Many and What Kinds of Apprenticeships are Available?

The number of apprenticeships possible in any given year may vary based upon a number of factors. No student is guaranteed an apprenticeship placement in any given year. Applications by a single student for multiple apprenticeships with the same host organization or artist, or with substantially similar course content, will not be approved.

INFORMATION FOR HOST ORGANISATIONS

What Is the Host Organization's Role?

The host organization is expected to mentor a student appropriately and safely in a professional context. Apprenticeships **must** include well-defined tasks with specific pedagogical outcomes to be undertaken by the student. Although the student may spend some time observing the operations of the organization, they should also perform useful, professionally oriented tasks. These tasks will be outlined before the beginning of the apprenticeship in consultation with the host organization, the student, and the student's faculty **advisor** in FSPA. The student may approach a qualified, experienced individual at the host organization to be their specific **supervisor** there; if not, a host organization willing to take on a student should identify such an individual. The supervisor will evaluate the student's performance in these tasks at the end of the Apprenticeship, and the faculty advisor will interpret this evaluation as a grade. Supervisors are expected to do only minimal and simple evaluations, not formal grading. The host organization will be required to sign a legal agreement with Dalhousie University.

What Can the Host Organization Expect from the Student?

The host organization can expect the student to perform useful work diligently and responsibly. Apprenticeships are intended as "capstone" experiential-learning opportunities for upper-level Major or Honours students who have shown evidence of strong work ethic, maturity, professionalism, and academic ability during their studies at Dalhousie. Please note that the host organization can expect students to have general skills appropriate to the apprenticeship (e.g., strong writing skills, musical performance skills) but not necessarily to have specific professional skills (e.g., grant-writing expertise, experience of specific practices of a professional orchestra).

What are the Financial Implications for the Host Organization?

Exchange of funds is negotiated between the host organization and the Director of FSPA on a

case- by-case basis, depending on the needs and situation of the host organization. FSPA may transfer a reasonable and appropriate amount of money to the host organization to support the apprenticeship. Normally, this amount comes to a maximum of 1-2 hours' payment per week at standard Dalhousie University CUPE rate. Organizations or artists who feel that further payment is appropriate in their situation must discuss their requests and confirm payment agreements with the Director of FSPA **before** beginning the apprenticeship. The host organization or artist may also agree to pay the student for their work. However, the exchange of funds may not be appropriate in all cases, and is not necessary for the approval of an apprenticeship.

Is the Student Insured?

The formal Apprenticeship Agreement, which must be signed by both Dalhousie and the host organization prior to the commencement of the apprenticeship, contains details about insurance and indemnification. In brief, the student is not considered an employee of the host organization except where required by law, and Dalhousie and the host organization agree to indemnify and save each other harmless from all loss, cost, expense, judgment, or damage. Each party shall maintain general and professional liability insurance.

If We Decline an Apprenticeship Proposal From a Student, Will it Affect Our Relationship with FSPA/Dalhousie?

Absolutely not. The apprenticeships are intended to be mutually beneficial to both FSPA students and to host organizations in the community. We understand that an apprenticeship is a big commitment and that organizations may not be in a position to take on a student.

INFORMATION FOR FSPA ADVISORS

What is the Role of the Advisor?

The advisor is normally a **full-time** faculty member in FSPA who oversees the pedagogical substance of the apprenticeship and is ultimately responsible for the student's formal grading; they will be an expert in the field in which the student apprentices. The advisor must ensure that the host organization will be appropriate for the student's proposed learning outcomes. The advisor must also help the student and host organization to propose a method of assessment, including tasks or assignments to be graded and the weightings they will receive. This method of assessment is to be included in the student's application for the apprenticeship. The advisor's counterpart at the host organization is the student's **supervisor**, with whom the advisor will consult at the end of the apprenticeship to grade the student.

The advisor is *not* responsible for the initial contact with the host organization, nor for designing the student's apprenticeship learning outcomes and tasks (although they are expected to help evaluate the student's proposals), nor will they deal alone with any problems that arise.

However, as stated in the Introduction under **What is the Process for Establishing an Apprenticeship**, if the student's application is approved, the student and their faculty advisor in FSPA will contact the host organization to confirm. The advisor must ensure at this time that the Placement Agreement between the host organization and Dalhousie University is signed by all appropriate parties. Note that this Placement Agreement may be revised for specific cases (e.g., if an organization carries a different liability insurance amount than that stated in the Agreement). Approval for revisions should be sought from Dal Legal (at the time of writing, our

contact person has been Isabelle.French@dal.ca).

How Many Apprenticeships Can an Advisor Oversee?

Normally, an advisor will not oversee more than two apprenticeships each year.

APPRENTICESHIP APPLICATION FORM

This form is to be completed **in full** by all students applying for a long or short apprenticeship for FSPA credit. It must be submitted to the FSPA Main Office by **April 15** (for Fall and Winter apprenticeships) and by **March 1** (for Summer apprenticeships) in order to be considered for credit.

Student Name:

Dalhousie ID Number (B00):

Degree Program and Year of Study:

Proposed Organization for Apprenticeship:

Proposed Duration of Apprenticeship (Long = 6.0 credit hours; Short = 3.0 credit hours)
Please specify which term:

Proposed Supervisor at Institution:

Proposed Advisor within the FSPA (Must be a member of Full-Time FSPA Faculty)

Description of Project / Apprenticeship (250 words maximum): Please describe the tasks or roles you will take on in your proposed apprenticeship:

Proposed Learning Objectives and Outcomes: Please list up to 10 learning goals you hope to achieve through this apprenticeship, and the learning outcomes you hope will result from it.

Agreed Method of Assessment: Please attach a short method of assessment, including tasks or assignments to be graded and the weightings they will receive, as proposed by your FSPA faculty advisor and approved by your external supervisor.

Financial Considerations: If any payments are required in order to support this apprenticeship, whether to the host or to the apprentice, please attach a short statement (1 page maximum) outlining them.

SIGNATURES

Required Pre-Submission:

Student _____

Proposed Supervisor at Institution _____

Proposed Advisor within FSPA _____

Approval:

FSPA Associate Director _____

FSPA Director _____