

Internships

Museum Studies Program University of Kansas

The Master's program in Museum Studies at the University of Kansas requires each student to complete an internship. The internship gives the student valuable training in the field and a chance to work closely with professional museum staff on meaningful projects. The internship should be "project driven" and should focus on museum projects that are relevant to one or two areas of the student's interests. Internships should be mutually beneficial to both the student and the participating institution. The primary goal, however, is to offer high-quality educational and practical experience to the student.

The purposes of the internship are:

1. To provide the student with first-hand knowledge of and practical experience in museums.
2. To prepare the student for a career as a museum professional.

Procedure

1. Students should discuss possible internships with the Museum Studies director and their track advisors. Students may apply for internships at local, regional, national, or international museums. Information on internship opportunities is regularly circulated to students via emails from the Museum Studies director and the MUSE-L listserv. The internship experience is a critical component of the student's total program and should be incorporated into the student's definition of program concentration.
2. When a student decides on an internship, the intern information form should be completed and submitted to the institution where the internship will take place.
3. During the internship it is the student's responsibility to record working hours and activities in a daily log and to keep a journal that elaborates on museum experiences. At the end of the internship, the student should submit the log, journal and museum evaluation form to the Museum Studies director who will request an evaluation of the student from the institution where the internship took place.

Requirements

1. *Hours of internship.* The museum internship comprises six credit hours for a total of approximately 500 working hours in an approved institution. Students may intern full time for one semester or half-time for two semesters in an approved institution.
2. *When should a student enroll in an internship?* Internships usually take place during the third or fourth semester of the MUSE Program.
3. *Can internships be paid experience?* Internships may be paid or voluntary.
4. *Enrollment during internship.* A student intern must be enrolled in MUSE 799, AMS 799, ANTH 799, BIOL 799, GEOL 723, or HIST 799.
5. *Documentation.*
 - a. **Information Form:** A standard form that must be completed before the internship begins.
 - b. **Daily Log:** A record of work hours and activities.

- c. **Journal:** A continuous account that describes and analyzes the intern's museum experience. There is no predefined form or format for the journal. It may be kept in a notebook or in digital form, at the intern's choice.

Suggestions: Your journal will provide the raw material from which you will develop your internship paper. Writing journal entries on a weekly basis might help you to keep track of your experiences most effectively. As noted below, your internship paper must *describe* and *critically analyze* your internship experience. With this goal in mind, you might want to structure the data in your journal so that each entry contains both an objective *description* of your activities and experiences and also a subjective *analysis* of those events. Possible questions you could explore in your analysis: How did your experiences conform to or diverge from the best practices you've discussed in your MUSE classes? How did your activities reflect or diverge from the current state of scholarship in your academic specialty? What models – of what to do and what not to do in the future – did you glean from your experiences? What issues did your experiences raise for which you have not been prepared by any of your coursework? How would you better meet similar challenges in the future?

- d. **Evaluation Forms:** Forms used by both students and participating museums to provide a written assessment of the internship.
- e. **Paper:** Students are required to write a paper describing and critically analyzing their internship experience. The paper will be evaluated by the director of the Museum Studies program and the student's faculty track advisor.

Suggestions:

i) You will probably find that you need ten to fifteen pages of text (double-spaced, one-inch margins, 12-point font) to adequately develop your analysis of your internship. You may, if you wish, add appendices to your report (photographs of exhibits or other activities, sample publicity materials, etc). Your paper should be presented professionally: use a style guide relevant to your academic discipline, and be sure that your writing style is technically sound. Remember that the final goal of the paper is to *analyze* your internship: at least 50% of your paper should *analyze* – not simply describe – your experience. See the sample questions above in 5c) to help you think about how you might structure your analysis.

ii) Since the Director of the Museum Studies program will evaluate all internship reports, it makes sense to treat the Director as the “first reader” of your internship paper. The Director can help you to develop a draft of your paper that meets the high standard of critical thinking expected of students in an MA program at the University of Kansas. After your paper has been approved by the Director, you can then take it to your track advisor. Your paper will be complete when you have made any revisions recommended by your readers.

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University of Kansas**

INTERNSHIP INFORMATION FORM

Name _____

Institution where internship will be served

Special skills to be utilized in the internship

Internship work schedule (hours and days per week)

Internship supervisor (please print) _____

Internship supervisor signature _____

Internship supervisor phone _____ email _____

Return this form to:

Professor Marjorie Swann
Director
Museum Studies Program
Bailey Hall
1440 Jayhawk Blvd., Room 208
The University of Kansas
Lawrence, KS 66045-7545
(785) 864-2570
mswann@ku.edu

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MUSEUM INTERNSHIP DAILY LOG

Name

Institution

Report for the week of

	<i>Hours worked</i>	<i>Primary activities</i>
S	_____	_____
M	_____	_____
T	_____	_____
W	_____	_____
Th	_____	_____
F	_____	_____
S	_____	_____

Total hours this week _____

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INTERNSHIP EVALUATION (Student use)

Your feedback helps us improve the internship program. Please be honest in your evaluation and remarks. This evaluation will have no effect on your performance rating or grades.

Please rate your internship supervisor in the areas listed below on a scale of 1 to 5, where "1" represents EXCELLENT and "5" represents POOR. ("6" represents NO OPINION.) Circle the number that best expresses your opinion.

Category	<i>Excellent</i>				<i>Poor</i>	<i>No Opinion</i>
Defining your project(s)	1	2	3	4	5	6
Defining the skills needed to do the project(s)						
Setting realistic goals						
Explaining the project clearly						
Providing work space						
Being open to new ideas						
Providing the right amount of direction						
Being available if needed						
Providing sufficient challenge						
Requiring an appropriate amount of routine office work						
Knowledge of the job						

Your Name: _____

Signature: _____

Date: _____

Please return this form to:

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