

Turn in this form with your internship documents

Student: _____ Dates of Internship: _____

Internship Location: _____ Total hours completed: _____

Supervisor: _____ Position or Title: _____

1. Summary of duties and activities during the internship:

2. Project for which you had principal responsibility:

3. Summarize opportunities you had to learn about institution as a whole:

(attach additional sheets as necessary)

Museum Studies Office Checklist

- Internship Approval Date Approved: _____
- Internship Documents Date Received: _____
 - Internship Journal
 - Internship Portfolio
 - Internship Report
- Student Evaluation Date Received: _____
- Supervisor Evaluation Date Received: _____
- Hour requirement met