

Intern: _____ Dates of Internship: _____

Internship Location: _____

Supervisor: _____ Position or Title: _____

Work Schedule (at least 250 hours): _____
 (Number of weeks, full-time, part-time, weekends, weekdays, etc.)

Students in the Museum Studies Program at the University of Kansas are required to complete an internship of 250 hours. As an outcome of the internship, the student produces a portfolio, a journal, and a summary paper. The site supervisor is asked to complete an evaluation confirming that the internship has been completed satisfactorily. An ideal internship, from the KU perspective, has four components:

1. The intern works closely with a member of the staff who serves as the student's site supervisor and mentor;
2. The intern is given the opportunity to contribute to activities and projects that have significance to the institution;
3. The intern is able, as part of their duties, to concentrate on a project for which he or she has principal responsibility; &
4. The intern is able to gain an understanding of the larger institution (this is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination).

Please describe

1. Duties and activities in which the student will participate (attach additional sheets if necessary):

2. Project for which the student will have principal responsibility:

3. Opportunities for learning about institution as a whole:

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|----------------|-------------|------------------------|-------------|--------------------------|-------------|
| Student | Date | Site Supervisor | Date | KU Museum Studies | Date |
|----------------|-------------|------------------------|-------------|--------------------------|-------------|

Please Return this form to:

Director, Museum Studies Program, University of Kansas, 1410 Jayhawk Boulevard, Lawrence, Kansas 66045
 Telephone 785-864-4543 museumstudies@ku.edu

Museum Studies

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