

## **Museum Experience**

Students in the Museum Studies master's degree program are required to gain at least 500 hours of museum experience, of which at least 250 hours must be in an approved, professionally supervised internship. The internship and other museum experience forms a critical component of the student's total program and gives the student valuable training in the field as well as a chance to work closely with professional museum staff on meaningful projects in order to prepare for careers as museum professionals.

The internship must be mutually beneficial to both the student and the participating institution and be focused on activities relevant to the student's interests. The primary goal is to offer high quality educational and practical experience in which the student acquires in-depth understanding of museum operations and activities while making a substantial professional contribution to the institution. Students should discuss possible internships with their advisors and the Museum Studies Director. Students may apply for internships at local, regional, national, or international museums. Internships may be paid or unpaid.

If the internship comprises less than 500 contact hours, the balance of museum experience may be satisfied by employment or volunteering in a museum or related institution. Students must have their work plans approved by the Museum Studies Program Director and must submit documentation (such as a letter from their supervisor) that they have completed the required number of hours. Work done as part of a class assignment, as part of the Museum Students' Organization, or in similar activities will not be approved except in extraordinary circumstances. Work done prior to enrolling in the Museum Studies Program cannot be credited toward the museum experience requirement.

### **INTERNSHIP REQUIREMENTS**

1. Students must complete an internship with a minimum of 250 contact hours in an approved institution.
2. A student intern must enroll for 3 credit hours in MUSE 799, AMS 799, BIOL 799, GEOL 723, or HIST 799 (enrollment may be divided over more than one term).
3. Internships usually take place during the summer between the student's first and second year in the Museum Studies Program. They may also take place during the school year. ***Students should make every effort to work at their internship at least half-time.***
4. Documentation.
  - a. **Internship Approval Form.** Prior to the internship, the student must submit a description of the duties and activities that the internship will entail, including the name of the museum professional who will serve as the on-site supervisor. The Museum Studies Director must approve and sign the form before the internship begins. Documentation that the student has been accepted by the host institution must be provided.
  - b. **Journal and Portfolio.** The student must keep a personal daily journal that describes, and reflects on, the internship experience. There is no predefined format for the journal; it may be hand written or kept electronically – the critical element is that it is kept regularly during the internship. The portfolio will contain materials associated with the internship experience, such as products for which the student was responsible, photographs of activities, institutional policies and procedures, and examples of materials produced by the institution.
  - c. **Evaluation.** At the end of the internship, the student's on-site supervisor will submit to the Museum Studies Director a confidential evaluation of the student's performance. The student also completes and submits an evaluation of the internship experience.
  - d. **Paper.** Students are required to write a paper describing, evaluating, and critically analyzing their internship experience. The student will use the paper to discuss how the internship supported their professional development as well as how they feel that they contributed to the institution's goals.
5. Internships receive a grade of "S" (Satisfactory) or "U" (Unsatisfactory). The Museum Studies Director will assign a final grade based on the student's paper, journal, and portfolio, along with the on-site supervisor's evaluation.

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:

<b>Student</b>	<b>Date</b>	<b>Site Supervisor</b>	<b>Date</b>	<b>KU Museum Studies</b>	<b>Date</b>
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**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**

Lippincott Hall | 1410 Jayhawk Blvd., Room 6 | Lawrence, KS 66045 | (785) 864-4543 | <http://museumstudies.ku.edu/>

Intern: \_\_\_\_\_ Dates of Internship: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

***Please evaluate your internship in the areas listed below. Your feedback helps us improve the internship program. This evaluation will have no effect on your performance rating or grades.***

**Please evaluate the internship in relation to:**

Defining your project(s): EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Matching your skills with project: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Having your duties clearly set out: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Having opportunities for creativity: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Providing sufficient challenges: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Being involved in planning: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Having appropriate work space: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Amount of routine office work: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Having appropriate supervision: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Supervisor's availability: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Supervisor's knowledge of the job: EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_  
COMMENTS: \_\_\_\_\_

Anything else (use back if needed): \_\_\_\_\_

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Telephone 785-864-4543      museumstudies@ku.edu      www.museumstudies.ku.edu

Intern: \_\_\_\_\_ Dates of Internship: \_\_\_\_\_

Internship Location: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_  
Estimate is ok

Supervisor: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please evaluate the intern's:**

Understanding of museum operations:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Interaction with museum colleagues:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Communication skills:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Initiative:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Organization and efficiency:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Timeliness with assignments:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Knowledge of subject matter or academic discipline (anthropology, art history, etc.):

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Attendance:

EXCELLENT \_\_\_\_\_ SATISFACTORY \_\_\_\_\_ NEEDS IMPROVEMENT \_\_\_\_\_ COMMENT: \_\_\_\_\_

Overall performance summary or other comments (continue on back if necessary):

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Telephone 785-864-4543 [museumstudies@ku.edu](mailto:museumstudies@ku.edu) [www.museumstudies.ku.edu](http://www.museumstudies.ku.edu)

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

Student: \_\_\_\_\_ Dates: \_\_\_\_\_

*Students in the Museum Studies Program at the University of Kansas are required to complete at least 500 hours of work in museums while enrolled in the program. This requirement includes a supervised internship of at least 250 hours. The remaining hours can be logged on this form. Use additional sheets as necessary.*

**Work Site:** \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GENERAL DUTIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Total Hours: \_\_\_\_\_ The experience was: EXCELLENT \_\_\_ SATISFACTORY \_\_\_ NOT RECOMMENDED \_\_\_

**Work Site:** \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GENERAL DUTIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Total Hours: \_\_\_\_\_ The experience was: EXCELLENT \_\_\_ SATISFACTORY \_\_\_ NOT RECOMMENDED \_\_\_

**Work Site:** \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GENERAL DUTIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Total Hours: \_\_\_\_\_ The experience was: EXCELLENT \_\_\_ SATISFACTORY \_\_\_ NOT RECOMMENDED \_\_\_

**Work Site:** \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

GENERAL DUTIES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Total Hours: \_\_\_\_\_ The experience was: EXCELLENT \_\_\_ SATISFACTORY \_\_\_ NOT RECOMMENDED \_\_\_

\_\_\_\_\_  
 Student Date KU Museum Studies Date

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