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.
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:
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): _______________________________________________

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  www.museumstudies.ku.edu
MUSEUM STUDIES PROGRAM
SUPERVISOR’S INTERNSHIP EVALUATION

Intern: ___________________________ Dates of Internship: ___________________________

Internship Location: ___________________________ Total Hours Worked: ________________

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 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:

Museum Studies Office Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Date/Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Approval</td>
<td>Date Approved: _______________</td>
</tr>
<tr>
<td>Internship Documents</td>
<td>Date Received: _______________</td>
</tr>
<tr>
<td>Internship Journal</td>
<td></td>
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<tr>
<td>Internship Portfolio</td>
<td></td>
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<tr>
<td>Internship Report</td>
<td></td>
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<tr>
<td>Student Evaluation</td>
<td>Date Received: _______________</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>Date Received: _______________</td>
</tr>
<tr>
<td>Hour requirement met</td>
<td></td>
</tr>
</tbody>
</table>

(attach additional sheets as necessary)
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 ___

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