

Internship Requirements

5. Museum Experience (3 credit hours)

Students in the Museum Studies master's degree program are required to gain at least 250 hours must be in an approved, professionally supervised internship. The internship 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.

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.
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. Report. Students are required to write a 5-10 page 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.

Internship Approval Form

Student		Dates of Internship	
Position/Title		Supervisor	
Location			
Work Schedule			

The internship must be at least 250 hours. In the schedule section, please indicate number of weeks, full-time or part-time, typical schedule, etc.

Students in the Museum Studies program at the University of Kansas are required to complete an [internship](#) of 250 hours, which is reflected on their transcript by enrolling in 3 credit hours of MUSE 799. 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: (attach additional sheets if necessary)

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

2. The project(s) for which the student will have principal responsibility.

3. Opportunities for learning about the institution as a whole.

 Student Date

 Site Supervisor Date

 Director of Museum Studies Date

Student Internship Evaluation

Student		Dates of Internship	
Position/Title		Supervisor	
Location			

Please evaluate your internship in the areas listed below. Your feedback is greatly appreciated and helps us improve the internship program for future students. This evaluation will have no effect on your performance rating or grade.

Please evaluate your internship in relation to:	Excellent	Satisfactory	Needs Improvement
Clearly defining your project(s)			
Matching your skills with your project(s)			
Duties were clearly established and communicated			
Opportunities for creativity			
Providing sufficient challenges			
Being involved in planning			
Appropriate work space provided			
Amount of routine office work			
Appropriate level of supervision			
Supervisor's availability			
Supervisor's knowledge of the job			

Comments:

Supervisor's Intern Evaluation

Student		Dates of Internship	
Position/Title		Total Hours Worked	
Location			

Please evaluate your intern's:	Excellent	Satisfactory	Needs Improvement
Understanding of museum operations			
Interaction with museum colleagues			
Communication skills			
Initiative			
Organizational skills and efficiency			
Timeliness with assignments			
Knowledge of subject matter/academic discipline			
Attendance			

Overall performance summary or other comments:

 Site Supervisor

 Date

Internship Completion Form

Student		Dates of Internship	
Position/Title		Supervisor	
Location		Total Hours Worked	

Please describe: (attach additional sheets if necessary)

1. Duties and activities in which you participated.

2. The project(s) for which you had principal responsibility.

3. Opportunities for learning about the institution as a whole.

Upon completion of your internship, please turn in this form along with your:

- Internship Student Evaluation
- Supervisor’s Intern Evaluation (supervisor can send directly to the Director of Museum Studies)
- Internship Journal
- Internship Portfolio
- Internship Report

If you fail to turn in the appropriate documents, you will have an I on your transcript for MUSE 799. If you have an I on your transcript for more than one academic year, it will automatically convert to an F. To avoid having to file a petition for a grade change, please be timely in turning in your internship documents. The Director’s signature below indicates that all of the requirements for the internship have been met.

 Director of Museum Studies Date

Museum Experience Work Record

Name/ID: _____

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		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor