



Certificate in Museum Studies - *Internship Agreement*

Museum Studies Program, 77 E Main Street, Newark DE 19711

Kenneth Cohen, Program Director

kcohen@udel.edu

Student Information

Name: _____

Student ID: _____

Expected Graduation Term: _____

Email Address: _____

Telephone: _____

Street Address: _____

City/State/Zip: _____

Emergency Contact

Name: _____

Telephone: _____

Email Address: _____

Street Address: _____

City/State/Zip: _____

Institution Supervisor Information

Name: _____

Title: _____

Name of Institution: _____

Telephone: _____

Email Address: _____

Street Address: _____

City/State/Zip: _____

Position Responsibilities

Student Responsibilities

1. Obtain information and forms for the internship application. Copies of any institutional information or forms should be uploaded with this form to your internship folder.
2. Meet with the Program Director to discuss plans for the internship.
3. **Meet with the institution supervisor to discuss plans for the internship - this should be done in-person if possible.**
4. Complete papers and projects assigned by the institution supervisor and Program Director.
5. Use the Internship Hours Log to document all internship hours and upload the completed log for the entire internship to your internship folder.
6. Upload all completed progress reports, final report, and site evaluation to your internship folder and email the Program Director that all documents are ready for review.

Institution Supervisor Responsibilities

1. Meet with the student to set a schedule and complete the Museum Studies Certificate Internship Agreement.
2. Provide meaningful work assignments related to the student's field of study.
3. Meet with the student frequently to discuss the progress of the internship.
4. Contact the Program Director with any concerns or issues.
5. Complete the job description, necessary progress reports, and final evaluation. Provide a copy of these reports and the evaluation to the Program Director and discuss contents with the director as required.

Program Director Responsibilities- UD Representative

1. Assist the student in completing Internship Agreement.
2. Set goals, dates, and evaluation methods for the internship with the student.
3. Assess progress reports and meet with the student during the internship to discuss the progress and assign additional requirements such as papers, projects, etc. This includes at least one site visit.
4. Assign credits and final grade for the internship.
5. Assist UD paid students with signing off in UTime.

Internship Requirements

- Students must be enrolled in University of Delaware's Museum Studies Program for the credits to count towards the certificate.
- Students must meet all requirements set by the host institution.
- Internships must be approved by the Museum Studies Program Director, and the hosting institution supervisor.
- An internship cannot take place at the site of the intern's regular employment, or in a job in which the intern has been or is currently employed, unless given special permission.
- An internship will not be arranged and/or credit granted for previous work experience.
- Certificate students must complete **350 total internship hours**. These hours must be logged on the Internship Hours Log and uploaded to the internship folder by the end of the internship(s). *Note: Hours can be broken up into multiple sites with approval.*

Reports

- Students will complete two 300-word progress reports describing the work completed for the internship to date and the educational components of the work. These progress reports must be uploaded to the internship folder and then notify the Program Director via email. See schedule section for more information.
- The Internship Site Evaluation Form should be filled out by the student and Final Evaluation Form should be filled out by the institution supervisor. Both forms are online forms. If you need a paper copy, one can be requested from the Program Coordinator.
- Students will complete a final internship report that includes:
 - The name of their supervisor and the supervisor's role.
 - Description of the institution they are interning that includes size, administrative structure, and mission.
 - Description of the work completed for the internship and how it fulfilled the internship's educational goals.
 - The role the intern played within the larger project or site initiatives.
 - Discussion of the larger academic and educational facets of the work and project and how it furthered their academic studies.
- Copies of any work completed (or a representative sampling of) such as catalog records, bibliographies, exhibit materials, etc. should be submitted with the final report.
- The final report should be 8 to 10 pages in length formatted as follows: double spaced, 1-inch margins, 12-pt font, in Times New Roman.

Other

- Internships may be paid or unpaid. **Institutions are strongly encouraged to provide some financial support for students.** See compensation section for more information.
- All forms, logs, reports, and other items used in the evaluation process become part of the student's permanent file in the program.
- Some students may be required to log hours in UDWorkforce. See compensation section for more information.

Job Description

To be completed by the Internship Supervisor.

Student Job Title: _____

Description of Institution:

Description of Job/Project and Student Responsibilities:

Objectives and Educational Goals of Internship:

Office Use Only

Dates Progress Reports, Evaluations, and Final Reports Due:

1st Report: _____

2nd Report: _____

Site Evaluation: _____

Hours Log: _____

Final Evaluation: _____

Final Report/Essay: _____

Schedule

Museum Studies Certificate students are required to complete 350 hours and the individual internship length will be agreed upon by the student and museum supervisor and approved by the Program Director. If an individual internship does not meet the required 350 hours, the student will be responsible for securing more than one internship to complete the required hours.

1. The internship will begin _____ and end _____.
MM/DD/YYYY MM/DD/YYYY
2. In general the intern will work _____ hours per day, _____ days per week.
3. The museum supervisor and the intern will meet _____ hours per week.
4. Probable weekly schedule _____.
5. The internship will be for _____ credit hour(s) and consist of _____ hours of work.

Compensation

Compensation for internship work is recommended but not required. If housing is part of compensation please include any leasing information that might be associated.

_____ will be compensated _____ by
Student Name Amount

_____ to fulfill the above internship hours. If the internship is
Institution

unable to be completed by the student or host site only a prorated portion of the _____
will have to be paid. Amount

Student will log hours via UDTIME for payment.

_____ will provide housing for _____
Institution Student Name

at _____
Address

from _____ to _____.
MM/DD/YYYY MM/DD/YYYY

Signatures

Student

I agree to carry out the terms of this internship. I will submit required evaluation materials on the dates set forward. I will discuss any changes in the goals or assessment measures that should occur during the term of the internship with the Internship Coordinator.

Student Name Printed

Student Signature

Date

Institution Supervisor

I agree to assist this student in fulfilling the work goals for my institution and in completing the stated learning objectives of this internship.

Supervisor Name Printed

Supervisor Signature

Date

Museum Studies Program Director

I agree to assist this student in fulfilling the work goals and in completing the stated learning objectives of this internship.

Program Director Name Printed

Program Director Signature

Date