



Internship Guidelines

Certificate in Museum Studies

www.udel.edu/museumstudies

Museum Studies Program, 77 East Main Street, Newark DE 19711. (302) 831.1251
Kasey Grier, Director, Museum Studies Program kcgrier@udel.edu

MSST 804: Internship (3 credits) is required to complete the Museum Studies Certificate. The internship consists of 350 hours of supervised work experience intended to complement the program's courses and provide real-world experience in a museum, historic site, public garden, archive, or other related organization. Most students complete their internship hours between their first and second year of academic study, but internships may be undertaken, or completed, during the academic year. Some students choose to split their internship hours into several segments in order to explore various career paths. Students may also choose to participate in the Museum Studies Collections SWAT Team project each January as part of their internship hours. Below are the requirements for setting up and completing internships for both students and sponsors, and advice on finding internships. This explains the internship policies associated with various academic programs. Both students and organizations interested in having interns should contact Kasey Grier, Internship Coordinator for the Museum Studies Program, early in the academic year to indicate their interest and to begin planning.

Finding an Internship

1. **Notify Museum Studies.** Students must notify the Museum Studies Director and the Internship Coordinator in writing that they wish to complete a Museum Studies internship by 15 November of each academic year.
2. **Find an internship.** There are many ways to find an internship. A good first step is a consultation with Internship Coordinator. Please keep in touch with her throughout your process of arranging an internship. She can help you at key points during the process.

If you know where you want to intern

Students should search the organization's website for internship postings and guidelines. (Internship opportunities are sometimes listed on the education department page, or in the job opportunities section.) If there is an applicable listing, or if the student already has a contact with the museum, he or she should proceed with applying for a position. Please notify the Museum Studies internship coordinator that you have submitted an application, and keep the coordinator apprised of your progress.

Internship Guidelines 2016

If no internships are listed, or if the openings are not a good fit, contact our Internship Director. She can help connect you to a key staffer at the organization. With that introduction, you can work with the museum directly to set up an individualized internship. You must also complete the museum's own intern hiring process and you must submit a completed internship contract to the Museum Studies Program.

If you are not sure where you want to intern

Start by browsing the listings found in MuseWeekly, and other museum job sites. If there are suitable openings, submit an application, and notify the internship coordinator. Deadlines for paid internships in particular often have early deadlines, so start looking in the fall.

But if nothing seems like a good fit, schedule a meeting with the Internship Coordinator during campus office hours or by phone. (See contact information above) For that meeting, students should think about the following:

- 1) Which semester or during what time period do you want to intern?
- 2) What is your availability during that time? What days or times can you work?
- 3) Do you have preferences or requirements for the city or state where you want to intern?
- 4) In what type of organization do you want to work? (i.e. art gallery, natural history museum, historic site, botanical garden)
- 5) What is your career interest? Do you want to intern in education, exhibitions, collections management, administration, development or another area?

After the meeting, the coordinator will find contacts at institutions in your area of interest, and will put you in touch with the appropriate staff. **Once the coordinator has made an introduction, you are responsible for negotiating the internship.**

3. **Once you have negotiated the terms of an internship, you must complete the following forms:**

The Internship Experience Form (contract)

The Interhsip Timetable

The Intership Expectations Form

IF YOU ARE CONDUCTING YOUR INTERNSHIP HOURS AT SEVERAL SITES, YOU MUST HAVE THE ABOVE FORMS FOR EACH INSTITUTION. Both the student and the project/site supervisor must complete and sign the forms before the start of the internship and submit it to the Internship Coordinator. Sometimes the sponsoring organization already has a standard internship contract; if this is the case, please share this contract with the internship coordinator before signing.

Requirements for Sponsoring Organizations

All sponsors must provide a detailed job description for the intern, sign a contract and, in the case of summer internships, provide at least a small stipend to help support their intern's work. We require that each supervisor complete 1.) The Internship Expectation Form, 2.) The Internship Timetable, and 3.) The Internship Evaluation Form and 4.) The Internship Evaluation Letter.

Your intern should have a job description that outlines both the specific projects and the routine duties that he or she will undertake. The intern must also have a designated supervisor at your site. We expect that your intern will observe the same work rules as other staff members. However, interns should also be given special opportunities to learn about your entire organization. This includes attending department and all--staff meetings, events and trainings where appropriate, and assisting with major museum events, exhibits or programs when practical

Financial Support

All University of Delaware Museum Studies students are graduate students. Almost all of them are self--supporting young adults and emerging professionals with real skills and prior related work experience. For this reason, we expect all organizations sponsoring a summer internship to contribute financially to the support of their intern. The size of this contribution is negotiated as part of the internship agreement. If your operating budget does not permit allocating funds to support an intern, please consider applying for grant support or seeking out a private donor.

Method of Evaluation

75 per cent of the final grade will be based on the supervisor's evaluation of the intern's work, including both routine duties and the internship project. 25 per cent will be based on the student's final report to the Internship Coordinator.

Statement of Expectations.

Please discuss the duties and expectations for the internship with the Internship Coordinator and your onsite supervisor before all parties sign the contract.

If you must withdraw from the internship, two weeks' notice in writing is required.

You must coordinate a site visit with the Internship Coordinator during the term of the internship.

1. The intern will meet the site's expectations for reliability and professional conduct. The intern will perform both routine duties as described in the internship description and special project assignments.

2. The site and internship supervisor will meet expectations for reliability and professionalism. The supervisor will be willing to share knowledge and impart best practices with the intern.
3. A representative of the University of Delaware Museum Studies Program will visit the internship site during the course of work.
4. The University of Delaware Museum Studies Program will provide necessary support and supervision during the period of the internship. If a disagreement between intern and supervisor develops during the period of the internship, the Museum Studies Program Internship Coordinator and Director will determine the proper course of action, including possible termination of the internship.
5. The supervisor will evaluate the intern's work and provide written documentation to the Internship Coordinator, who will provide the final grade for MSST 804.

FINAL REPORTING REQUIREMENTS FOR STUDENTS AND SUPERVISORS

Student final report.

A final report is required TWO WEEKS after your internship hours are completed. The report should be 1,500 to 3,000 words, double spaced. You may include photographs if you wish. The report will be retained in the Program's student file. With your permission, a copy of this report may be sent to the intern's supervisor at the sponsoring institution.

Include the following in your report:

- Describe the mission of each organization where internship hours were undertaken, and identify and characterize the mission(s). Describe the governance/administrative/operational structure of each, identify the division or department with which you have been working, and briefly describe its purpose.
- Identify your supervisor and discuss his or her position in the organization(s).
- Discuss the work you performed.. Did you gain new skills? What did you learn that was new to you?
- Briefly recount the purpose, focus, and content of the special project (or discrete portion of a major project) that you worked on.
- Discuss how your internship experiences have contributed to your professional development.
- Identify and briefly discuss both the positive and negative features of your internship experience.

Attach as appendices or provide links to any materials that you produced during your internship. Also, please attach to your final report the evaluation form that was completed by your supervisor and shared with you.

Supervisor evaluation. The internship supervisor is required to complete the one-page supervisor evaluation form and to meet with the intern to discuss the intern's overall performance. This form becomes part of the student's file in the Museum Studies Program.

Documenting your internship

Aside from the forms you are required to keep, each intern will also post at least 1 blog entry on the Museum Studies Internship Blog - <http://museumstudiesinmotion.blogspot.com/> An invitation to become a editor so you have permission to post will be sent to. If you have any questions, please contact Tracy Jentzsch, MSST Program Coordinator, jentzsch@udel.edu

Interns are also encouraged to post about their experience on the Museum Studies Facebook Page (www.facebook.com/pages/Museum-Studies-at-the-University-of-Delaware) and on the Museum Studies Twitter Account - @UDMuseumStudies If you do not have access to social media, you may forward your content and images to Tracy Jentzsch, MSST Program Coordinator, jentzsch@udel.edu

Prior to posting anything on line, students are required to talk to their site supervisor concerning the internship site's policy on social media. Please inquire about permission to post images.

If you have any other questions, problems or suggestions for improving the internship experience, please contact Kasey Grier (kcgrier@udel.edu) or Tracy Jentzsch (jentzsch@udel.edu)



Internship Timetable FORM

Museum Studies

www.udel.edu/museumstudies

Museum Studies Program, 77 East Main Street, Newark DE 19711. (302) 831.1251
Kasey Grier, Director, Museum Studies Program kcgrier@udel.edu

Internship Timetable Agreement

A (3) credit hour internship must total (350) working hours. Usually this takes the form of a 13 week session with the intern working 20 hours per week. However, as long as the total hour requirements are met, the intern and the supervisor may establish a mutually agreeable work schedule. Hours completed during January SWAT will also be counted towards your internship requirements.

Each internship must be approved by the student's MSST advisor and is subject to final approval by the Director of the Museum Studies Program. Once the internship packet is turned into the Internship Coordinator she/he will obtain the necessary approvals. This form must be completed and signed by both the supervisor and the intern and turned into the Internship Coordinator for review.

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. The internship will be for _____ credit hour(s) and consist of _____ hours of work.

Museum Supervisor's Name (printed)	MSST Intern's Name (printed)

Museum Supervisor's Signature	MSST Intern's Signature

Date: _____	Date: _____
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RETURN TO INTERNSHIP COORDINATOR



Internship Expectations

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Statement of Expectations

Supervisor: Please discuss the main objectives of the internship with the student before the internship begins. This statement should represent an agreement between you and the intern regarding the expectations for the internship.

Each internship must be approved by the MSST internship advisor and is subject to final approval by the Director of the Museum Studies Program. Once the internship packet is turned into the Internship Coordinator she will obtain the necessary approvals. This form must be completed and signed by both the supervisor and the intern and turned into the Internship Coordinator for review.

1. Describe the internship. Specifically mention the process of orientation, major activities to be completed, final projects and overall intern responsibilities. As appropriate, a "Suggested Readings" list may be included. (attach document if needed)

Museum Supervisor's Name (printed)

MSST Intern's Name (printed)

Museum Supervisor's Signature

MSST Intern's Signature

Date: _____

Date: _____

Although the statement requires the supervisor's participation it is ultimately the intern's responsibility to ensure that a statement is created at that it reaches MSST in a timely manner.

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Internship Checklist

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Register for MSST 804 during Fall or Spring semester, regardless of when you will be completing your internship hours.

Documents Required for Internship Approval/Final Grade

Internship Guidelines	copy to student, intern supervisor	
Internship Checklist	copy to student, intern supervisor, Kasey Grier & student file	
Internship Experience Form	Due at beginning of internship	___/___/___
Statement of Expectations	Due at beginning of internship	___/___/___
Timetable	Due at beginning of internship	___/___/___
Final Evaluation Letter	Due at end of internship	___/___/___
Final Evaluation Form	Due at end of internship	___/___/___

Required documents, including this checklist, should be sent to:

Kasey Grier, Director
Museum Studies Program
University of Delaware
77 E. Main Street, Suite 111
Newark DE 19716

Although the above material requires the supervisor’s participation it is ultimately the intern’s responsibility to ensure that all appropriate paperwork reaches the Museum Studies office in a timely manner.

RETURN TO INTERNSHIP COORDINATOR



Internship Experience FORM

Museum Studies

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Kasey Grier, Director, Museum Studies Program kcgrier@udel.edu

All Museum Studies Students in the Certificate Program are required to complete an internship experience for three academic credits and total 350 hours of work.

MSST 804 Internship Information Form

Student's Name: _____

Student's email: _____

Student's UDid: _____

Internship Site /Dept: _____

Address: _____

Supervisor Name/Title: _____

Supervisor's Number: (____) _____ - _____ X_____

Supervisor's email: _____

Internship Site website: _____

Beginning Date: _____ Ending Date: _____

Semester Registered: _____

University of Delaware Dr. Kasey Grier, Director
Museum Studies Certificate Program kcgrier@udel.edu

77 E. Main Street Tracy Jentzsch, Program Coordinator
Newark, DE 19716 jentzsch@udel.edu @Tracy_Jentzsch

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Twitter **@UDMuseumStudies**



Internship Final Evaluation

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Kasey Grier, Director, Museum Studies Program

kcgrier@udel.edu

Final Evaluation Letter

The internship director will assign a final grade based on the mid-term evaluation, final evaluation and the student's final project. The observations and comments made by the museum supervisor are critical to assigning this grade. Suggested questions to include in the final evaluation are listed below.

Please note: The Final Evaluation letter is due within two weeks of the final day of the internship.

1. Did the intern have the opportunity to interact with appropriate staff members? What was the nature and quality of the interaction?
2. On what specific projects did the intern work? Were the projects ongoing or special? Were the tasks completed? Did the intern make a real contribution to the project?
3. Did the intern demonstrate (or acquire) skills useful in the museum environment (writing ability, research ability, communication skills, organization skills, teaching ability)?
4. What additional skills or information would you recommend to further the student's professional preparation?

Would you be willing to write a brief recommendation for the student on his/her LinkedIn page?

Museum Supervisor's Signature

Date

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Final Evaluation Form

Please rate the job that your student intern did in the areas listed below. (1) represents "Excellent" and (5) represents "Poor." NA means "not applicable."

Name of student: _____

Internship site: _____

Dates of internship: _____

1. Is present during required hours.
2. Interacts well with museum colleagues.
3. Takes direction well.
4. Accomplishes tasks in a timely manner.
5. Takes initiative.
6. Exhibits willingness to learn.
7. Is organized and efficient.
8. Displays knowledge of museum practice.
9. Displays knowledge of academic discipline.
10. Communicates well in writing.
11. Communicates well verbally.
12. Presents self in professional manner (appropriate dress, appropriate manners)

Supervisor's Name

Supervisor's Signature

Date

RETURN TO INTERNSHIP COORDINATOR