



**Minor in Museum Studies**  
*Internship Application and Agreement*

Museum Studies Program, 77 E Main Street, Newark DE 19711 (302) 831-1251  
Katherine Grier, Director, Museum Studies Program [kcgrier@udel.edu](mailto:kcgrier@udel.edu)  
Meg Hutchins, Program Coordinator, Internship Coordinator [mhutch@udel.edu](mailto:mhutch@udel.edu)

**Student Information**

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Organization Supervisor Information**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Position Responsibilities**

### ***Student Responsibilities***

1. Obtain information and forms for the internship application. Attach copies of any institutional information or forms to this form.
2. Meet to discuss plans for the internship with Meg Hutchins, Program/Internship Coordinator.
3. Discuss (in person if possible) plans for the internship with the organization supervisor.
4. Complete papers and projects assigned by the organization supervisor and Internship Coordinator.
5. Maintain, and turn in to the Internship Coordinator, an hours log for entire internship.
6. Complete the progress reports, final report and site evaluation, and turn into the Internship Coordinator.

### ***Organization Supervisor Responsibilities***

1. Provide meaningful work assignments related to student's field of study.
2. Meet with student frequently to discuss progress of the internship.
3. Contact Meg Hutchins, Program/Internship Coordinator concerning any problems.
4. Complete job description, necessary progress reports, and final evaluation. Provide a copy of these reports and the evaluation to the Internship Coordinator, and discuss contents with coordinator as required.

### ***Internship Coordinator Responsibilities***

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

## **Internship Requirements**

1. Student must be enrolled in University of Delaware's Museum Studies Program for the credits to count towards the certificate.
2. Students must meet all requirements set by host institution.
3. Internships must be approved by the Internship Coordinator, Museum Studies Program, and the hosting institution supervisor.
4. 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 under special circumstances.
5. An internship will not be arranged and/or credit granted for previous work experience.
6. Graduate Certificate students must complete 105 total hours of internship. These hours are to be logged and turned into the Internship Coordinator at the end of the internship(s). Hours can be broken up into multiple sites with approval.
7. Student will complete quarterly one-page progress reports describing the work completed for the internship to date and the educational components of the work. These are to be turned into the Internship Coordinator in person, on the google drive, or via e-mail. See schedule section for more information.
8. Students will complete a final internship report that includes a description of the work completed for the internship, how it fulfilled the internship's educational goals, and the role the intern played within the larger project. It should discuss the larger academic and educational facets of the work and project and how it furthered their academic studies. The student will also attach copies (or a representative sampling) of any work completed, such as catalog records, bibliographies, exhibit materials, etc. The report should be 8 to 10 pages long.

### ***Other***

1. Internships may be paid or unpaid. Organizations are strongly encouraged to provide some financial support for graduate certificate students. See compensation section for more information.
2. All forms, logs, reports, and other items used in the evaluation process become part of the student's permanent file in the program.
3. Stewart Internship Award recipients are required to log hours in UDTIME.

## **Job Description**

To be completed by Internship Supervisor

**Student Job Title:** \_\_\_\_\_

**Description of Institution:**

**Description of Job/Project and Student Responsibilities:**

**Objectives and Educational Goals of Internship:**

**Dates Progress Reports, Evaluations and Final Reports Due:**

Quarterly Report: \_\_\_\_\_

Final Evaluation: \_\_\_\_\_

Midterm Report: \_\_\_\_\_

Hours Log: \_\_\_\_\_

Site Evaluation: \_\_\_\_\_

Final Report/Essay: \_\_\_\_\_

## Schedule

While Museum Studies Certificate students are required to complete 350 hours total and individual internship length will be agreed upon by the student and museum supervisor and approved by the internship coordinator. If an individual internship does not meet the 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  
Organization

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

\_\_\_\_\_ will provide housing for \_\_\_\_\_  
Organization 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

### ***Organization Supervisor***

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

\_\_\_\_\_  
Supervisor Name Printed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### ***Internship Coordinator***

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

\_\_\_\_\_  
Coordinator Name Printed

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date