



## Museum Studies Minor - *Internship Agreement*

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

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### 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 Internship Coordinator 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 Internship Coordinator.
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 Internship Coordinator that all documents are ready for review.

### ***Institution Supervisor Responsibilities***

1. Meet with the student to set a schedule and complete the MSST Minor 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 Internship Coordinator 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 Internship Coordinator and discuss contents with the director as required.

### ***Internship Coordinator 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 UDTIME.
6. Register student for the MSST 464: Museum Studies Internship course to satisfy the 3-credit internship requirement.

## Internship Requirements

- Students must be enrolled in University of Delaware's Museum Studies Program for the credits to count towards the minor.
- Students must meet all requirements set by the host institution.
- Internships must be approved by the Internship Coordinator, 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.
- Minor students must complete **135 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 Internship Coordinator 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 5 to 7 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:

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### 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 Minor students are required to complete 135 hours to earn the 3-credits for the MSST Internship course. Total hours and 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 required 135 hours, the student will be responsible for securing an additional internship to satisfy the required 135 hours to satisfy the 3-credit internship requirement for the Museum Studies Minor.

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 UTime 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

### ***Internship Coordinator- UD Representative***

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