



College of Arts & Sciences  
MUSEUM STUDIES & PUBLIC ENGAGEMENT PROGRAM  
Lu Ann DeCunzo, Interim Director

34 E. Delaware Ave.  
Newark, DE 19716-2547  
Phone: 302-831-1251  
Email: decunzo@udel.edu

## Internship Agreement

### 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, and to discuss logistics such as parking, appropriate dress, lunch facilities, and the physical space in which you will be working.
4. Complete papers and projects assigned by the Institution Supervisor and Internship Coordinator.
5. Use the Internship Hours Log to document all internship hours on a daily basis.
6. Upload all completed progress reports, final report, power point presentation, and supporting materials to your internship folder and email the Internship Coordinator when documents are ready for review.
7. Promptly communicate challenges or concerns to Institution Supervisor and/or Internship Coordinator.
8. Complete the evaluation of the internship site.

### *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. Orient the intern to organizational structure and culture.
4. Help student understand their work within the larger contexts of institutional goals and the broader museum field.
5. Provide regular, frequent honest feedback and guidance to student.
6. Contact the Internship Coordinator with any concerns or issues.
7. 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. Orient student regarding basic professional conduct.
4. Assess progress reports and meet with the student during the internship to discuss progress and assign additional requirements such as papers, projects, etc. Ideally, this includes at least one site visit.
5. Maintain open channels of communication with Institution Supervisor.
5. Assign credits and final grade for the internship.
6. Work with Museum Studies / History Business Administrator to ensure UD-paid students record time in UD WorkForce.
7. Work with Museum Studies / History Department Academic Program Coordinator to ensure students are registered for MSST 464: Museum Studies Internship course to satisfy the 3-credit internship requirement.

## Student 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..
- 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.
- Students seeking credit must complete 135 total internship hours. These hours must be regularly logged on the Internship Hours Log. Note: Hours can be split between multiple sites with approval.

### Required Assignments

Only starred assignments are required for students not seeking internship credit.

Due dates are listed on your hourly log.

- Two meetings with the UD Internship Coordinator. First meeting to take place within first three weeks of internship. Second to be scheduled during first meeting.\*\*
- Weekly journal entries in response to prompts provided in your internship folder that seek to contextualize your internship project and the institution for which you are working.
- Participation in at least 2, 30-minute Zoom discussions with fellow interns to be scheduled based on availability.\*\*
- At least 1 LinkedIn post promoting your work. Summer interns to post on National Intern Day.\*\*
- Upload to your internship folder copies of any work completed (or a representative sampling of) such as catalog records, bibliographies, exhibit materials, etc.. Include a table of contents that briefly describes each item.
- Completion of Internship Site Evaluation Form and Career Readiness self-assessment at end of internship.\*\*
- Presentation of either a poster or a 3-minute lightning talk during annual CAS Internship Symposium. Prompts and poster template provided. Take plenty of pictures!!!!\*\*
- 3 Informational Interviews with individuals working in a related role and/or at institutions that would serve as an interesting comparison or contrast to your supervisor and host site. Send a thank you note after each interview. Then, submit a written analysis of your interviews addressing:
  - \* The common challenges that people in this field/role identify. What is needed to overcome these challenges? How would you handle them?
  - \* Aspects of their work (and the larger field) that these individuals find most fulfilling.
  - \* Trends within the larger field you are most excited about.
  - \* Any insight these conversations provide about your internship and the institution at which you interned. Other sources of insight you might seek.
  - \* Useful advice you received as you navigate your own career path. (And why it's useful.)
  - \* What you found most interesting about these conversations in general.

## Job Description

To be completed by Internship Supervisor in consultation with student.

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

Description of Institution:

Description of Job/Project and Student Responsibilities:

Objectives and Educational Goals of Internship:

## 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 a single internship does not meet the required 135 hours, the student is responsible for securing an additional internship to satisfy the required hours to fulfill the 3-credit internship requirement. Stewart interns are eligible to work up to 225 hours but not more than 29.5 hours per week. Students not seeking academic credit should still fulfill the hours set forth in the original position description or application.

1. The internship will begin \_\_\_\_\_ and end \_\_\_\_\_.
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) in \_\_\_\_\_ and consist of \_\_\_\_\_ hours of work.

## Compensation

*Compensation for internship work advances equity in the field and is therefore strongly encouraged.*

\_\_\_\_\_ will be compensated \$\_\_\_\_\_/hr up to \$\_\_\_\_\_

by \_\_\_\_\_ to fulfill the above internship hours. If the host site or student are unable to complete the internship, only a prorated portion of the compensation will be paid.

Students who will be paid by the University of Delaware must be active in the UD Human Resources system before they will be allowed to begin their internships. Once a UD-funded internship has been approved in the UD/HR system, the intern will be required to log the internship hours via the UD WorkForce timekeeping system.

The host site, \_\_\_\_\_, is contributing \$\_\_\_\_\_ toward internship compensation. Near the start of the internship, the University of Delaware will invoice the host site for the agreed-upon amount with payment to UD expected within 30 days of receipt of the invoice.

## Housing

The host site, \_\_\_\_\_, will provide housing for intern at the following address, \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_.

## Signatures

*Internship Coordinator should approve internship agreement before it is signed by Student and Internship Supervisor. Upon collection of all signatures, document will be uploaded to student's internship folder. Electronic signatures are permitted.*

### *Student*

I agree to responsibly 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. I will promptly communicate any concerns I may have regarding the host site or supervisor to the Internship Coordinator.

Student Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name Signed: \_\_\_\_\_

### *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. I will regularly check-in with the student and give them on-going feedback about their performance. I will promptly communicate any concerns I may have about their ability to complete the internship to the Internship Coordinator.

Supervisor Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name Signed: \_\_\_\_\_

### *Internship Coordinator*

I agree to assist this student in fulfilling the work goals and in completing the stated learning objectives of this internship. I will support the Institution Supervisor in their efforts to provide a successful learning experience for their intern.

Coordinator Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Name Signed: \_\_\_\_\_

Return forms for review & approval to:

Lois Stoehr, College of Arts & Sciences Internship Coordinator: [lstoehr@udel.edu](mailto:lstoehr@udel.edu) (undergrads)

Lu Ann DeCunzo, Interim Museum Studies Director: [decunzo@udel.edu](mailto:decunzo@udel.edu) (graduate students)