

CMST 6501: Internship Checklist

Student Name: _____

Student email: _____

Student Gwid: _____

CMST Advisor: _____

Sponsoring Museum/Dept: _____

Address: _____

Supervisor Name/Title: _____

Supervisor Number: (____)____-____X_____

Supervisor email: _____

Start Date: _____ End Date: _____

Semester Registered: _____ CRN: _____

How did you find your internship?

Documents Required for Internship Approval

(see attachments for particulars)

- Internship Checklist Prior to your start date
- Supervisor's C.V. Prior to your start date
- Statement of Expectations Prior to your start date
- Timetable During your first week
- Mid-term Internship Report Usually after 100 hours
- Final Evaluation Usually after 200 hours

Prior to starting the internship, the student and the museum supervisor should complete the **Statement of Expectations**, and the **Internship Timetable Agreement**, located in this Internship Packet. In addition, new museum supervisors (those who haven't previously supervised a GW Museum Studies intern) must provide their curriculum vitae or resume. **The student must upload these materials to Blackboard prior to the start of the internship. Your Advisor will mark the Checklist as "Satisfactory" on Blackboard for sign-off.**

Although these materials require the museum supervisor's participation in order to complete, it is ultimately the intern's responsibility to ensure that all appropriate paperwork reaches CMST in a timely manner. No student may receive academic credit for an internship unless a Statement of Expectations is on file with the Museum Studies office.

Corcoran Museum Studies (GWU) | Internship Timetable Agreement

A (3) credit hour internship must total (200) working hours. Usually this takes the form of a 13-week session with the intern working 16 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.

Each internship must be approved by the student's CMST academic advisor. Please complete and sign this form and return to your advisor via Blackboard. Once they have done so, they will return the signed form to you, which you should also load to Blackboard (we use Blackboard for document storage and tracking).

Intern Name: _____
Museum/Dept: _____
Supervisor: _____

The internship will begin _____ and end _____.
MM/DD/YYYY MM/DD/YYYY

In general, the intern will work _____ hours per day, and _____ days per week.

The museum supervisor and the intern will meet _____ hours per week.

The internship will be for **200** credit hour(s) and consist of _____ hours of work.

Museum Supervisor's Name (printed)

CMST Intern's Name (printed)

Museum Supervisor's Signature

CMST Intern's Signature

Date: _____

Date: _____

Corcoran Museum Studies (GWU) | Statement of Internship Expectations

Intern Name: _____

Museum/Dept: _____

Supervisor: _____

Supervisor: Please discuss the main objectives of the internship with the student before the internship begins. 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 a document if needed)

This statement should represent an agreement between you and the intern regarding the expectations for the internship.

Please note: Each internship must be approved by the student’s CMST Advisor and is subject to final approval by the Museum Studies Program Head. This form must be completed and signed by both the supervisor and the intern and submitted to Blackboard for Advisor review.

Museum Supervisor’s Name (printed)

MSTD Intern’s Name (printed)

Museum Supervisor’s Signature

MSTD Intern’s Signature

Date: _____

Date: _____

Corcoran Museum Studies (GWU) | Mid-term Internship Report

The Mid-term Internship Report is an important opportunity for the internship supervisor and the CMST student to reflect on the progress of the internship and reassess the remaining activities to be completed by the intern. The evaluation also allows the CMST Advisor to monitor the progress of the internship and address any problems.

This form is due after half of the internship hours have been completed by the intern.

Intern Name: _____

Museum/Dept: _____

Supervisor: _____

1. Overall Evaluation of Performance

2. Mid-term Recommendation

3. Remaining Goals and Objectives

Supervisor:

Please check any that apply

I have reviewed this report with the intern.

I would like the Museum Studies Advisor to review this report with the intern.

Please have the Museum Studies Advisor contact me for further discussion.

Museum Supervisor's Signature

Date

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?
5. Any other comments?

Museum Supervisor's Signature

Date