

CMST 6501: Internship Checklist

Museum Studies Program
The George Washington University

Student's Name: _____

Student's email: _____

Student's GWid: _____

MSTD Advisor: (indicate) Mary Coughlin Laura Schiavo Suse Anderson Max van Balgooy

Sponsoring Museum/Dept: _____

Address: _____

Supervisor Name/Title: _____

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

Supervisor's email: _____

Beginning Date: _____ Ending Date: _____

Semester Registered: _____ CRN: _____

Documents Required for Internship Approval

(see attachments for particulars)

Internship Checklist	<u>*Immediately</u>
Supervisor's C.V.	<u>*Immediately</u>
Statement of Expectations	<u>*Immediately</u>
Timetable	<u>*Immediately</u>
Midterm Progress Report	<u>Usually After 100 hrs</u>
Final Evaluation	<u>Usually After 200 hrs</u>

Required documents, including this checklist, should be **emailed to your MSTD Advisor**. If you need to mail the forms, they should be sent to:

Museum Studies Program
The George Washington University
2142 G Street, NW
Washington, DC 20052
CMST@gwu.edu

Although the above material requires the supervisor's participation, it is ultimately the intern's responsibility to ensure that all appropriate paperwork reaches their MSTD Advisor in a timely manner.

If material marked immediate is not received within one week of the start of the internship, academic credit may not be awarded.

RETURN TO THE MUSEUM STUDIES PROGRAM

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 MSTD advisor and is subject to final approval by the Program Head of the Museum Studies Program. Once the internship packet is turned in to 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)

MSTD Intern's Name (printed)

Museum Supervisor's Signature

MSTD Intern's Signature

Date: _____

Date: _____

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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 student's MSTD advisor and is subject to final approval by the Program Head of the Museum Studies Program. This form must be completed and signed by both the supervisor and the intern and submitted to your Museum Studies Advisor 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 a document if needed)

Museum Supervisor's Name (printed)

MSTD Intern's Name (printed)

Museum Supervisor's Signature

MSTD 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 MSTD in a timely manner.

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Mid-term Progress Report

The mid-term evaluation is an important opportunity for the internship supervisor and the MSTD 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 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's Name: _____

Sponsoring Museum: _____

Supervisor's Name: _____

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

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Final Evaluation Letter

The intern's faculty advisor 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.

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?

Museum Supervisor's Signature

Date

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