

## INTERNSHIP INFORMATION PACKAGE

### A. GENERAL INFORMATION

1. **Purpose:** The George Washington University Museum Studies Internship Program offers Museum Studies graduate students the opportunity to apply knowledge learned through formal instruction in a museum environment. It is the opinion of the Museum Studies Program that such an experience is intrinsically educational and at the same time provides the best bridge to professional development.
2. **Eligibility:** The Museum Studies Internship Program is only available to graduate level Museum Studies students at the George Washington University. Furthermore, internships are reserved for students who have completed a semester of full-time coursework.
3. **Requirements:** MSTD strongly recommends that students participate in two, three (3) credit internships at two different institutions, at least one of which must be a museum. All students register for a total of six (6) credit hours of internship, either as part of the forty-two (42) hours of study leading to a Masters in Museum Studies or as part of the eighteen (18) credit hours of study leading to the Certificate in Museum Studies. However, we recognize this will not be appropriate for all students. Therefore, students may opt to substitute a Directed Research project or another graduate class for the second internship. It is strongly recommended that students who do two internships do them at two separate institutions.
4. **Length/ Registration:** Students register for an internship the same way they register for other graduate level courses. The course number for Museum Studies Internships is MSTD 6501. When registering online the credit hours for an internship might automatically default to one (1). If this happens, the student must manually change the credit hours to reflect the length of his/her internship. Students generally register for three (3) credit hours of internship in a given semester, dividing the required six (6) credit hours of internships between two institutions over two semesters of an academic year. The student does have the option of registering for both internships (6 credits total) in one semester. For each semester, there are two (2) sections of MSTD 6501 offered. To complete both internships at once, the student must register for the six (6) credits, divided between the two (2) offered sections of the course. Each of the two internships should consist of 260 working hours in an approved institution. A total of 520 internship hours must be completed to meet the program's requirements.

With the approval of the Museum Studies Internship Coordinator, an internship may extend past a normal semester time period. In such a case, the student receives as IPG (in progress) grade at the end of the semester. When the internship is complete, the final grade is substituted in place of the IPG.

5. **MSTD Paperwork:** When an organization has agreed to accept a Museum Studies student as an intern, the site is responsible for appointing a qualified individual to be the intern supervisor. At this point the student and the museum supervisor should complete three of the forms located in this internship packet (the Internship Checklist, the Statement of Expectations, and the Timetable Agreement). In addition the museum supervisor must provide his/her Curriculum Vitae or Resume. The student must return all materials, some of which require signatures, to the Museum Studies Internship Coordinator no later than one (1) week after the internship begins. Materials should be dropped off at 2036 H Street NW, 3<sup>rd</sup> Floor, Washington, DC 20052 or emailed as a scanned PDF to muse@gwu.edu. **Please turn in all paperwork at one time.**

**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 MSTD in a timely manner.**

Brief Explanation of Initial Documents:

The George Washington University requires the Museum Studies Program to obtain an updated **Curriculum Vitae or Resume** from the museum supervisor since this individual will be providing the student with educational services. The CV should be attached to the other internship paperwork before submittal to the Internship Coordinator. Prior to the beginning of the internship the student and the museum supervisor must also create a **Statement of Expectations** for the internship (See attached form). This written and signed statement constitutes a formal agreement between the student and the museum supervisor regarding the internship. In addition, the Statement of Expectations must be approved by the student's Museum Studies Internship Coordinator and is subject to final approval by the Director of the Museum Studies Program. The Museum Studies Internship Coordinator will obtain this approval once the student turns in all paperwork. No student may receive academic credit for an internship unless a Statement of Expectations is on file with the Museum Studies office.

The student must also negotiate an appropriate work schedule with the museum supervisor. The Museum Studies Program will agree to most work schedules as long as the requisite 260 hours will be met. The finalized work schedule must be recorded on the attached **Internship Timetable Agreement** and returned to the Museum Studies Office no later than one (1) week after the internship begins.

The student must also complete the **Internship Checklist**. This form will provide the Internship Coordinator with the necessary information to contact the student's museum supervisor and other useful information to facilitate the assignment of a final grade.

6. **Student Projects:** The museum internship is both an academic and vocational experience. In order to complete the academic component of the internship the student must create a tangible work product (projects can be daily journal entries, detailed examples of your work, portfolios, or a research paper). All students are also required to submit a 5-page paper reflecting on their internship experience that addresses what they did and learned at the internship. Please remember the project is half of your grade for the internship and you are receiving academic graduate credit. All projects should be professionally assembled (typed, edited, and written in complete sentences. Do not submit your notes). The student should submit the final project and 5-page reflection paper to the Museum Studies Internship Coordinator.
7. **Supervision:** The Museum Studies Program and the sponsoring museum jointly supervise the internship. The museum provides direct supervision through regular scheduled meetings. The Museum Studies Program monitors the internship through correspondence with the museum supervisor and the student, and through the **Mid-term Evaluation**.
8. **Evaluation:** The Museum Studies program actively solicits evaluation reports from the museum supervisor, but accepts responsibility for the final decision of the student's grade. The museum supervisor must complete a **Mid-term Evaluation** and a **Final Evaluation Letter** for each Museum Studies intern. This packet includes a form for each report. Completed reports should be submitted to the Internship Coordinator and can be dropped off at 2036 H Street NW, 3rd Floor, Washington, DC 20052. Timely submittal of these reports is essential since the Museum Studies Program cannot award a final grade to the student without them. The Mid-term Evaluation is due after half of the internship hours have been completed by the student and the Final Evaluation letter is due within two (2) weeks of the final day of the internship. The Museum Studies program bases the final grade on both evaluations and the student's final work product.
9. **University Contact:** All questions and correspondences should be directed to:  
Internship Coordinator  
Museum Studies Program  
2036 H Street, NW  
3<sup>rd</sup> Floor  
Washington, D.C. 20052  
Tel: 202 994-2248  
Fax: 202 994-7034

## B. PROCEDURES FOR STUDENTS

1. **Planning:** When planning an internship, the student should take stock of his/her skills, weaknesses, interests, and career plans. Students should review internship opportunities posted on the Museum Studies listserve and consult the list of Internship Contacts available at the Museum Studies Office. Students are encouraged to speak to other students and discuss recent internship experiences.

The student is also REQUIRED to make an appointment with the Museum Studies Internship Coordinator the semester before he/she is planning to register for an internship. The Museum Studies Internship Coordinator counsels and oversees the process of intern placement, and helps monitor the internship.

All general questions regarding the structure of internships and basic requirements should be directed to the Museum Studies Internship Coordinator. The Internship Coordinator manages the administrative aspects of the internship and directly communicates with the museum supervisor. Although the Museums Studies faculty and staff are available to assist the student with his/her internship, it is ultimately the student's responsibility to secure an internship and ensure his/her successful completion of this academic requirement.

Internship Coordinator

Jacqueline Emerick

(Manages internship paperwork, answers general questions, approves internship for academic credit, and makes grade recommendation for the internship)

**muse@gwu.edu**

2. **Internship Applications:** The student is responsible for locating, completing, and submitting the sponsoring institution's internship application. Many museums and cultural organizations have formal internship application procedures, which Museum Studies students must follow. Deadlines for applications may be months in advance of a starting date, so students should start the process early. Other institutions have less formalized procedures. In some cases a direct inquiry to a potential museum sponsor will be sufficient to identify an internship opportunity. Information on internship procedures is generally available online.

If an institution's internship application requires letters of recommendation, the Museum Studies Program will gladly provide one for a Museum Studies student. The Internship Coordinator requires the student to complete a recommendation request form (available online). Requests should be submitted to the Museum Studies Internship Coordinator two weeks in advance of the student's deadline.

3. **The Museum Interview:** Many museums and other cultural institutions require a prospective intern to interview for an available position. The student should conduct himself/herself in a professional manner and bring a resume to the interview. If the institution offers the position to a MSTD student, he or she should have a general discussion regarding the objectives, hours, and supervision. Before accepting the offer, the student should provide the museum staff member with a copy of this Internship Packet and the attached forms. If the museum staff member has any questions or concerns he/she should contact the Museum Studies Internship Coordinator.
4. **Student Responsibilities:** It is the student's responsibility to keep the Museum Studies Internship Coordinator informed on his/her progress in obtaining an internship. Before a student starts any internship, the Museum Studies Internship Coordinator should be generally aware of the placement of the student and of the nature of his/her internship duties. **The Museum Studies Internship Packet should be completed, signed, and submitted to the Internship Coordinator for approval no later than one (1) week after the internship begins.** No student will receive academic credit for an internship unless these materials are received in a timely manner.

Students are encouraged to bring any problems with the internship to the attention of the student's Museum Studies advisor and/or the Museum Studies internship coordinator as soon as concerns arise. It is the responsibility of the Advisor and the Coordinator to help resolve such problems and ensure a meaningful educational experience for each student. If the student has any questions, he/she should not hesitate to ask.

Once the internship is completed the student is responsible for submitting an acceptable final work product to the Museum Studies Internship Coordinator and ensuring that all evaluations have successfully reached the coordinator.

5. **Conclusion:** The information contained in this packet outlines the general policies and procedures of the Museum Studies Internship Program. The Program Head of the Museum Studies Program must approve any exceptions to these policies and procedures.

All of the Museum Studies internship information and forms are also available on our departmental website:

<https://corcoran.gwu.edu/museum-studies>

**We welcome your participation in the Museum Studies Internship Program, and are here to facilitate a successful and rewarding internship experience.**

Attachments:

- Internship Checklist
- Statement of Expectations
- Internship Timetable Agreement
- Mid-term Progress Report
- Final Evaluation Letter