

## CMST 6501: Internship Checklist

Museum Studies Program  
The George Washington University

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

Student email: \_\_\_\_\_

Student GWid: \_\_\_\_\_

CMST Advisor: (indicate)  Laura Schiavo  Suse Anderson  Max van Balgooy

Sponsoring Museum/Dept: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Supervisor Number: (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_X\_\_\_\_\_

Supervisor email: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Semester Registered: \_\_\_\_\_ CRN: \_\_\_\_\_

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### Documents Required for Internship Approval

(see attachments for particulars)

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

Prior to starting the internship, the student and the museum supervisor should complete the **Statement of Expectations**, and the **Internship Timetable Agreement**, located in the 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. You should then send the Internship Checklist to your advisor for sign-off.** Once they have done so, they will return the signed form to you, which you should also load up to Blackboard (we use Blackboard for document storage and tracking).

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.

## GWU Museum Studies | 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: \_\_\_\_\_

## GWU Museum Studies | 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 your Advisor to review.*

\_\_\_\_\_  
Museum Supervisor’s Name (printed)

\_\_\_\_\_  
MSTD Intern’s Name (printed)

\_\_\_\_\_  
Museum Supervisor’s Signature

\_\_\_\_\_  
MSTD Intern’s Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## GWU Museum Studies | 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

## GWU Museum Studies | Final Internship Evaluation

The Intern will be assigned a final grade based on the mid-term progress report, 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.*

Intern Name: \_\_\_\_\_

Museum/Dept: \_\_\_\_\_

Semester: \_\_\_\_\_

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?
  
  
  
  
  
  
  
  
  
  
- 5. Any other comments?

\_\_\_\_\_   
Museum Supervisor's Signature

\_\_\_\_\_   
Date