

## IUPUI Museum Studies Internship Checklist

### I. PRIOR TO THE INTERNSHIP REGISTRATION DEADLINE

- Consider areas of interest and desired experiences. (first semester)
- Discuss ideas for internship experiences with your academic advisor. (3-4 months)
- Select a Museum Studies faculty member to serve as the student's faculty advisor for the internship. (3-4 months)
- Apply for the internship with the museum. (2-3 months)
- Once selected for an internship, the student should begin the internship proposal process.
- Once the internship proposal (see below) is approved by the faculty advisor and the museum mentor, the faculty advisor notifies the MSTD Administrative Assistant who authorizes permission to register. The administrative assistant notifies the student of that authorization, and the student has until the first day of the semester to register (students are encouraged to register as soon as possible once they are authorized). Specify the number of credits when registering (Internships may be taken for 1-6 credits, and the default is 1 credit unless otherwise noted).

### II. INTERNSHIP PROPOSAL

Remember: The internship proposal must be completed and approved prior to registering for the internship credits. Development of the proposal should begin at least 1-2 months prior to registration and must be submitted at least 2 weeks before the start of the internship semester.

The internship proposal must contain the following:

- Internship proposal **cover sheet** (download form on web site)
- Brief **overview of the museum** and the particular department (if relevant) in which you will be working.
- Description** of the Internship (nature and scope of internship, tasks, projects, etc.)
- Description of **Learning Objectives and Goals**
- Product(s)** of the Internship (papers, exhibits, etc.)
- Benefits** of the Internship (both for the intern and institution)
- Internship Work **Schedule** (complete with as much detail as you can including, if possible, general weekly schedule, start and end dates)
- Supervision:** Role of the museum mentor and the faculty advisor's involvement in the Internship (including scheduled meetings and check-ins)
- Evaluation:** describe how the internship will be evaluated (note: standard evaluation forms can be customized to reflect the specific duties and expected outcomes of the internship, but those forms should be submitted with the proposal) and graded (note: the faculty advisor assigns the grade based on the achievement of the objectives spelled out in the proposal, the mentor's evaluation, the student's self-evaluation, the work documented in the final report, and the reflective essay in the final report.)
- Signature Page:** The student, museum mentor, and academic advisor must sign this to signify approval of the internship proposal. (Note: students are not authorized to register for the internship until the proposal has been approved. When the faculty advisor approves the proposal, the MSTD administrative assistant is notified and he or she authorizes permission to register.)

### III. COMPLETION OF THE INTERNSHIP

- Keep a log or journal of the internship experience.
- Begin assembling the internship documentation at least 1 month prior to the completion of the internship. (See IV. Internship Report for specific information.)
- Meet with the internship faculty advisor at least once during the semester to review the student's internship progress. Advisors may request periodic updates on a more frequent basis as well.
- Schedule a time to meet with your faculty advisor to present your internship report and/or do a site visit if appropriate.
- Give your internship mentor the "Mentor Evaluation of IUPUI Museum Studies Internship" form.
- Fill out the "Self-Evaluation of IUPUI Museum Studies Internship Experience" form.

#### IV. INTERNSHIP REPORT

- Submit the internship report to the student's faculty advisor at least 2 weeks prior to the end of the semester to allow the advisor ample time to evaluate the report. Note:  
Submission of the internship report may be negotiated with the faculty advisor based on the structure and requirements of the internship and it may be in electronic or hard copy. Please also submit visuals in electronic format regardless of report format.
- The internship report should minimally include:
  - A cover page (download form from website)
  - A title
  - An abstract summarizing the project in one to two paragraphs
  - The original and any revised internship proposals
  - A log, diary, journal, or other record of the time and tasks completed
  - A narrative which summarizes the project purposes and activities, and which details the useful knowledge and skills developed in the project.
  - A reflection on the experience, its benefits to the museum and to the student, connections to issues and practices in the museum field more broadly, and any commentary or analysis of the experience the student wishes to make
  - A bibliography of relevant sources
  - Visuals relevant to the project such as slides or photos of the student at work or of the work produced (ex. exhibit cases, design sketches)
  - The product(s) produced by the student. (ex. labels, catalogue records, curriculum design)
  - Evaluation
  - A written evaluation by the member of the community museum responsible for supervising the student's work, indicating the time and energy invested by the student in the project, the quality of the student's work and products, and the quality of the student's personal and professional development as a result of the experience. The mentor may use the form provided, a customized form relevant to the particular objectives of the internship, or a letter of evaluation.
  - Student's self evaluation
- Once the internship is completed, send a professional letter of gratitude to the student's internship mentor and institution thanking them for their time and the opportunity to gain experience with them.
- Pat yourself on the back for a job well done!