

**Professional Museum Internship Syllabus (ARTH5113/6013)**

Coordinator: Joe Girandola  
Email: [joe.girandola@uc.edu](mailto:joe.girandola@uc.edu)

**Readings:**

There are two articles to be read for this course. Both are available electronically in .pdf on Blackboard:

1. "Internship Ins and Outs ", *Museum News*, July/August 1989
2. "Suggested Qualifications for Museum Positions", *Careers in Museums: A Variety of Vocations*, American Association of Museums, 1992

**Work Assignment:**

120 hours on site in a museum or gallery, supervised by a staff member. Work schedule to be arranged by mutual agreement of student and supervisor.

**Conferences:**

1. Pre-internship conference with program coordinator
2. Interview with prospective museum/gallery supervisor
3. Mid-point email check-in with program coordinator

**Writing Assignments and Forms:**Internship Work plan

This is a form filled out jointly by the intern and the museum/gallery supervisor outlining the training to be received and the duties to be performed by the intern. It outlines the period of time the internship will cover and where the internship will occur. It is signed by the intern, museum supervisor and program director with each receiving a copy. This form is completed prior to the beginning of the internship.

Daily Journal

The Daily Journal is a running diary of tasks and experiences the intern encounters in his/her internship on a daily basis. This document should be typed, not handwritten.

Final Report

All students enrolled in Graduate Museum Internship must write an "end of internship" report. This report is in addition to the daily journal kept for the duration of the internship. This final report should highlight internship activities and accomplishments and include recommendations for future interns. The program director provides a questionnaire for use as a general guide in preparing the written report.

Intern Evaluation

This is a form completed by the museum/gallery supervisor. It is the student's responsibility to give a copy of the form to the supervisor. The supervisor then sends it to the program director at the conclusion of the internship.

**INTERNSHIP WORK PLAN**

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

Email: \_\_\_\_\_ M \_\_\_\_\_

Museum Supervisor: \_\_\_\_\_ Museum: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Days/Hours to be worked: \_\_\_\_\_

To Museum Supervisor: This student is entrusted to you for meaningful training in the practices of museum work. He/she should be considered an apprentice, not a volunteer, and should be assigned tasks at a level of complexity that will allow him/her to learn about the range of work conducted in your department and how that work interfaces with other departments in the museum and relates to the museum's overall mission. The student should be allowed to shadow you and attend planning meetings, as appropriate, in order to gain a fuller understanding of day-to-day operations and the way in which museum staff members interact when working on various projects. Please list below the training and exposure to museum work you will provide:

Museum Supervisor will provide the following training and mentoring : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES -- Affixing signature affirms agreement with the terms of this document .

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

Museum Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Studies Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

copies: Intern; Museum Supervisor; Supervising Professor

**Certificate Program in Museum Studies  
University of Cincinnati**

**Professional Museum Internship  
Intern Evaluation Form**

Please fill out this form keeping in mind that the intern is a student who is in training and not a professional employee. This rating will be used to help determine the student's grade, so please consider your responses carefully. Thank you for taking the time to complete this form. It is greatly appreciated.

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

Date Internship Began: \_\_\_\_\_ Date Internship Ended: \_\_\_\_\_ Total # of hours worked: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Department in which Intern served: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

1. Did the intern complete the goals set out in the Internship Work Plan?  yes  no If no, why not?

2. Please comment on the following performance factors. What was the degree of effectiveness which the intern applied in achieving the results expected? Use the following rating scale:

- A Excellent – consistently exceeded expectations
- B Good – consistently met expectations; exceeded some expectations
- C Satisfactory – consistently met expectations
- D Poor – failed to meet expectations

<b>Performance Factors</b>	<b>Rating</b>	<b>Comments and/or Examples</b>
A. <b>Production</b> (produces the expected amount of work)		
B. <b>Thoroughness/Accuracy</b> (gets the job done right)		
C. <b>Independent Action</b> (uses initiative, does not require close supervision)		
D. <b>Work Methods</b> (works efficiently, organized)		
E. <b>Problem Solving</b> (analyzes relevant facts, makes sound recommendations)		
F. <b>Interpersonal Skills</b> (courteous; open to other opinions)		
G. <b>Written Communication</b> (clear, well organized, grammatically correct)		

H. <b>Job Knowledge</b> (proficient in methods or skills required; acquired knowledge)		
I. <b>Work Habits</b> (good attendance; personal calls or discussions did not interfere or disrupt)		
J. <b>Attitude</b> (situationally appropriate; matched to task)		
K. <b>Suitability for Museum Work</b> (understands what a museum is and the work required)		
L. <b>Other</b>		

3. Summary of the overall performance (include intern strengths and areas which need improvement).

4. Was the internship mutually beneficial?

5. If given the opportunity, would you have the intern return?  yes  no

If yes, in what capacity?

Museum Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INTERNSHIP EVALUATION AND FINAL REPORT

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

All students enrolled in Professional Museum Internship (course number ARTH5113/6013) must write an "end of internship" report. This report is in addition to the daily journal kept for the duration of the internship. This final report should highlight internship activities and accomplishments and include recommendations for future interns.

Please use the following questions as a guide for preparing the written report, which should be no longer than five typed pages in length.

- In which museum and office were you an intern? Who was your supervisor?
- Please briefly describe the goals of your internship and any special projects with which you were involved.
- Were the goals set at the beginning of your internship met? If so, in what way? If not, why not?
- What skills and knowledge did you acquire through your internship?
- Do you feel the internship was mutually beneficial? What contributions have you made to the museum and office during your internship?
- Would you recommend an internship in the same museum and office to another intern candidate? Why/why not?
- What might have made your internship experience better for you? What specific suggestions do you have for improving future internship experiences?