Central Michigan University
Museum Studies Minor Program
Cultural Resource Management Masters/Certificate Program
Museum Studies Internship Packet

Read Me! All of Me!

You are responsible for all of the information in this packet and are expected to follow these instructions and meet all deadlines.

1. As you complete your Museum Studies courses, you need to arrange an internship with a host museum. You and your museum supervisor must complete the enclosed Internship Contract.

2. Have the contract approved by the Museum Studies Director. If a University Affiliation Agreement is already in place, the Museum office can issue a bump card to enroll in MST 598.

3. If an affiliation agreement is not in place, Museum Studies will send an Affiliation Agreement to the host museum. This can take 2-3 weeks. However, in the event that the agreement goes into negotiations or if you choose an international internship, please allow 6-8 weeks for completion. University policy dictates that an affiliation agreement must be finalized before you begin the internship experience.

3. Once the Affiliation Agreement is signed, the museum office will issue bump card.

This Museum Studies Internship packet includes:
  o Museum Studies internship requirements
  o Museum Studies Internship Contract
  o Museum Studies Intern Evaluation Form

Remember, in most cases, you should only pursue an internship after completing all of your Museum Studies coursework.
MST 598: MUSEUM INTERNSHIP
Requirements

The Basics
When are you ready to pursue the Museum Studies internship, pick up an Internship Packet from the Museum Office at 103 Rowe Hall. The packet includes three documents:

- Museum Studies internship requirements
- Museum Studies internship contract
- Museum Studies intern evaluation form

The internship experience (MST 598) is a six-credit hour supervised experience in the operation of a museum or similar non-profit educational or cultural organization. The six-credit hour internship requires you to register for classes, pay tuition (even in the summer), and complete a minimum of 240 hours of work (that is, 20 hours a week for 12 weeks or full-time work for 6 weeks). Actual registration in MST 598 will take place with the submission to the Registrar’s office of a bump card before the semester begins.

The goal of the internship experience is to expose you to as many aspects of the day-to-day operation of a museum as can realistically occur in a short period of time. The experience can be focused in one division of the museum or can be a series of experiences in various departments of the institution. The experience can be either paid or unpaid, based solely on the policies of the supervising organization. The idea is to merge your academic preparation with practical experience to prepare you for entry into the profession.

Finding and Confirming a Placement
Obtaining the internship is a student responsibility. Information regarding internships is on the Museum’s website (www.museum.cmich.edu) and in the Museum Studies Office at 103 Rowe.

Once a student has an offer for placement, the student and host supervisor must complete and submit an Internship Contract to the Director of the Museum Studies Program (Dr. Martin). This contract should be completed in as much detail as possible, including the host institution’s name and contact information, a description of the internship assignment(s), the beginning and ending dates of the internship, an estimate of the number of hours to be worked weekly, and the name, address and phone number of the intern’s supervisor.

At this time, Dr. Martin will begin the process of formalizing the University Affiliation Agreement with the host institution. You will not be able to begin your assignment until this institutional agreement is signed by the host institution and approved by the Vice Provost of Academic Affairs. This can take up to 2-3 weeks (or longer if your internship is international or the agreement goes into negotiations) after the host institution returns the affiliation agreement. Dr. Martin will inform you and the host institution once university approval is granted.
Requirements and Evaluation

1. During the internship, the student is expected to perform all of the assignments and complete the projects listed in the contract as well as any additional tasks assigned by their supervisor.

2. During their internship, each student is expected to provide a photograph suitable for Facebook of themselves at work at the internship site. A one to three sentence description of the work they are engaged in must accompany the photograph.

3. Upon completion of the internship, the host supervisor will evaluate the student using the Intern Evaluation Form and return this form directly to the museum studies office. This evaluation, constituting 50% of the student’s grade, will be discussed by the student, host supervisor, and the Director of Museum Studies Program.

4. In addition, undergraduate students are required to write a 6-10 page paper (graduate students are required to write a 10-15 page paper) that selects a topic or problem in consultation with your CMU internship supervisor (Dr. Martin). The paper must cover the following:

   a. how the student’s museum studies courses have prepared them for this topic or problem;
   b. how the internship experience helped to defined the real word museum approach to this topic or problem;
   c. how the topic is dealt with in the field overall (current theory and methodology) as expressed in the professional literature.

   This paper, which constitutes 50% of the final grade, must be submitted by the last full teaching day of the semester in which you complete your internship. The paper will be reviewed by the Director of the Museum Studies Program (Dr. Martin).

5. All students will arrange and participate in a conference between the CMU internship advisor and their onsite supervisor via in person visit, conference call, or such other method as arranged in advance.

The final grade for the internship is the responsibility of the Director of the Museum Studies Program.
Central Michigan University  
Museum Studies Program  
Cultural Resource Management Masters/Certificate Program  
MST 598: MUSEUM INTERNSHIP  
Internship Contract

Instructions: This form should be completed by the student and host supervisor and returned to the Museum Studies Intern Coordinator (103 Rowe) at least one month before an internship is to commence.

To be completed by student:

Name ___________________________________________  ID # _____________________________

Local Address __________________________________________

Home Address __________________________________________

__________________________________________  __________________________________________  __________________________________________
Local Telephone	Email address	Home Telephone

List the MST classes you have completed: ______________________________________________________________

Dates of the internship _____________________________ to _____________________________

To be completed by student and host supervisor:

Host organization’s name ______________________________________________________________

Mailing address ______________________________________________________________

Host supervisor’s name and position ______________________________________________________________

Internship Tasks (list the activities that will occupy the intern’s time):

Internship Goals (list what you expect the intern will learn while under your supervision):

Student signature ___________________________________________  Date _____________________________

Host Supervisor signature ___________________________________________  Date _____________________________

Director of Museum Studies ___________________________________________  Date _____________________________
# CENTRAL MICHIGAN UNIVERSITY
## Museum Studies Intern Evaluation

**Student:** 

**Site:** 

**Position:** 

**Dates of Internship:** 

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### I. PERFORMANCE

- Follows instructions completely and accurately: 
- Completes assignments on time: 
- Demonstrates appropriate skills and judgments: 
- Is able to think and act independently: 
- Is conscious of own performance and quality of work: 

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Very Good</th>
<th>Above Average</th>
<th>Average</th>
<th>No Basis for Judgement</th>
</tr>
</thead>
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### II. PROFESSIONAL KNOWLEDGE

- Knowledgeable/understands museum’s principles/methods: 
- Applies knowledge in a practical manner: 
- Displays an interest in the organization’s mission and vision: 
- Understands and follows departmental policies: 
- Expands knowledge through professional meetings/literature: 

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Very Good</th>
<th>Above Average</th>
<th>Average</th>
<th>No Basis for Judgement</th>
</tr>
</thead>
</table>

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### III. WORKPLACE APTITUDES

- Is cooperative with supervisory staff: 
- Accepts suggestions, direction and critical evaluation: 
- Gets along well with co-workers: 
- Shows ability to negotiate issues and controversies: 
- Is adaptable and willing to change: 
- Demonstrates ability to deal positively with stress: 
- Displays initiative and imagination on the job: 
- Displays zeal for the profession: 
- Willingly offers work-related opinions and/or suggestions: 

<table>
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<tr>
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<th>Above Average</th>
<th>Average</th>
<th>No Basis for Judgement</th>
</tr>
</thead>
</table>

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### IV. PERSONAL ATTITUDES

- Is enthusiastic and friendly: 
- Presents positive image: 
- Exhibits appropriate personal appearance: 
- Is courteous and tactful: 
- Displays mature behavior and judgment: 

<table>
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<tr>
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<th>Average</th>
<th>No Basis for Judgement</th>
</tr>
</thead>
</table>
SUPERVISOR’S REMARKS:

A. Student’s areas of strength:

B. Pointers toward future growth of student:

C. Overall Performance: Please rate the student’s overall performance (circle one):

   A     A-    B+    B    B-    C+    C    C-    D+    D    D-    E

EVALUATION SIGNATURES:

________________________________________________________________________
Supervisor                                      Date

________________________________________________________________________
Student Intern                                   Date

Please discuss with student intern and return to:
Museum Studies Program Director
103 Rowe Hall
Central Michigan University,
Mt. Pleasant, MI 48859

MST598 Rev. 02/19/16