

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

## **DEFINITIONS**

Affiliation Agreement: Legal document between Host Institution and CMU, signed by Provost and Host Institution

CMU Internship Supervisor: The person teaching the MST 598 Internship course

Host Institution: The museum or related organization where you have a contract to do your internship

Internship Contract: Document outlining your responsibilities and the Host Institution responsibilities

On-site Supervisor: Person supervising you at the Host Institution

## **PROCESS**

1. As you near completion of your Museum Studies courses, you need to arrange an internship with a Host Institution in consultation with Dr. Martin. **First**, you and your On-site Supervisor must complete the Internship Contract.
2. **Next**, email Dr. Martin for an appointment for Contract discussion and approval consideration. If approved by Dr. Martin, the Museum Studies staff will investigate whether a University Affiliation Agreement is in place. If it is, the staff will enroll you in MST 598.
3. **If** an Affiliation Agreement is not in place, the Museum Studies staff will send an Affiliation Agreement to the Host Institution. This can take 2-3 weeks. However, in the event that the agreement goes into negotiations, it can take 8 weeks or longer to complete. International internship agreements can take even longer. University policy dictates that an Affiliation Agreement must be finalized before you begin the internship experience. So complete your internship contract and submit it as early as you can.
4. **Then**, once the Affiliation Agreement is signed, the Museum Studies staff will enroll you in MST 598. This Museum Studies Internship packet includes:
  - a. Museum Studies internship requirements
  - b. Museum Studies Internship Contract
  - c. Museum Studies Intern Evaluation Form

**Remember, in most cases, you should pursue an internship after completing all of your Museum Studies coursework. Discuss earlier internships with Dr. Martin in advance.**

# MST 598: MUSEUM STUDIES INTERNSHIP Requirements

## THE BASICS

When you are ready to pursue arranging the Museum Studies (MST) internship, pick up the Museum Studies Internship packet in the Museum Studies Office at 103 Rowe or online at [www.museum.cmich.edu](http://www.museum.cmich.edu). 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). Class registration for MST 598 will be done by the MST staff once you have submitted all completed documents, and once the Affiliation Agreement is signed and in effect. Only then may you begin your internship at the Host Institution.

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 an internship is **your responsibility**. Information regarding internships is on the Museum Studies' website ([www.museum.cmich.edu](http://www.museum.cmich.edu)) and in the Museum Studies Office at 103 Rowe.

Once you have an offer for placement, you and On-site Supervisor must complete and submit an Internship Contract to the Director of the Museum Studies Program (Dr. Martin). All detail should be included, such as the Host Institution's name and On-site Supervisor contact information, a description of the internship assignment(s), the beginning and ending dates of the internship, and an estimate of the number of hours to be worked weekly.

Once a signed contract is received, your CMU Internship Supervisor 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 legal document is signed by the Host Institution and approved by the appropriate CMU signatory.** This can take up to 2-3 weeks after the Host Institution returns the Affiliation Agreement (or much longer if your internship is international or the agreement goes into negotiations). The CMU Intern Supervisor will inform you and the Host Institution/On-site Supervisor once approval is granted.

## REQUIREMENTS AND EVALUATION

1. During the internship, you are expected to perform all the assignments and complete the projects listed in the contract, as well as any additional tasks assigned by your supervisor.
2. During the internship, you are expected to provide at least one photograph suitable for *Facebook* of yourself at work at the internship site. A one to three sentence description of the work you are engaged in must accompany the photograph.
3. After the internship, you are expected to fill out the Internship Experience Questionnaire for possible publication on the MST website, along with your name and posting of the picture if your permission is given to do so. See the tab marked Internship Opportunities & Testimonials for more information.
4. Upon completion of the internship, your On-site Supervisor will evaluate you using the Intern Evaluation Form and return this form directly to the Museum Studies office. This evaluation, constituting 50% of your grade, will be discussed together by you, the On-site Supervisor, and the CMU Internship Supervisor.
5. 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 of your own choosing in consultation with your CMU Internship Supervisor. The *Chicago Manual of Style* will be used as the style guide. The paper must cover the following:
  - a. How Museum Studies courses have prepared you for this topic or problem;
  - b. How the internship experience helped to defined the real world 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 is the major component of your final grade from the CMU perspective, must be submitted by the last full teaching day of the semester in which you complete your internship. The paper will be graded by the CMU Internship Supervisor.

6. You will arrange and participate in a conference between the CMU Internship Supervisor and your On-site 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 STUDIES 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 \_\_\_\_\_ GLOBAL ID \_\_\_\_\_ Personal email address \_\_\_\_\_

Semester you completed: MST 310 \_\_\_\_\_ MST 315 \_\_\_\_\_  
MST 320 \_\_\_\_\_ MST 325 \_\_\_\_\_

Dates of the internship \_\_\_\_\_ to \_\_\_\_\_

**To be completed by student and On-Site Supervisor:**

Host Institution name \_\_\_\_\_

Mailing address \_\_\_\_\_

On-site Supervisor's name and position \_\_\_\_\_

On-site Supervisor Telephone \_\_\_\_\_ On-site Supervisor Email Address \_\_\_\_\_

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

Internship Goals (On-site Supervisor's expectations of Intern):

**Intern signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**On-site Supervisor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CMU Internship Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

# CENTRAL MICHIGAN UNIVERSITY

## Museum Studies Intern Evaluation

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

Position: \_\_\_\_\_ Dates of Internship: \_\_\_\_\_

		Outstanding	Very Good	Above Average	Average	No Basis for Judgement
<b>I. PERFORMANCE</b>						
	Follows instructions completely and accurately . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completes assignments on time . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates appropriate skills and judgments. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is able to think and act independently . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is conscious of own performance and quality of work . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. PROFESSIONAL KNOWLEDGE</b>						
	Knowledgeable/understands museum's principles/methods . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Applies knowledge in a practical manner . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Displays an interest in the organization's mission and vision . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understands and follows departmental policies. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Expands knowledge through professional meetings/literature. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. WORKPLACE APTITUDES</b>						
	Is cooperative with supervisory staff. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accepts suggestions, direction and critical evaluation . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gets along well with co-workers . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shows ability to negotiate issues and controversies. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is adaptable and willing to change. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demonstrates ability to deal positively with stress . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Displays initiative and imagination on the job. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Displays zeal for the profession . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Willingly offers work-related opinions and/or suggestions . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. PERSONAL ATTITUDES</b>						
	Is enthusiastic and friendly. . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Presents positive image . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exhibits appropriate personal appearance . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is courteous and tactful . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Displays mature behavior and judgment . . . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ON-SITE SUPERVISOR'S REMARKS:**

A. Intern's areas of strength:

B. Pointers toward future growth of intern:

C. Overall Performance: Please rate the intern's overall performance (circle one):

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

**EVALUATION SIGNATURES:**

\_\_\_\_\_  
On-site Supervisor Date

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

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