



## Museum Studies Internship Procedure

### Mission

The Museum Studies Program considers improving professional practice as one of its fundamental goals. For that reason, we grant four credits of academic credit for a museum internship. Degree candidates in good academic and financial standing may begin the internship process once they have completed six courses. This allows for full utilization of the information and experience you have gained in your ALM in Museum Studies coursework.

### Initial Interview

The first step in arranging an internship is to set up an interview with Katherine Burton Jones, Director and Internship Coordinator. She can be reached via email at [kjones@dcemail.harvard.edu](mailto:kjones@dcemail.harvard.edu) or by telephone at (617) 496-4966. You should bring a résumé to the interview and be prepared to describe your background and ambitions for museum work. Consider internship possibilities that could provide a basis for eventuating into a suitable capstone project; prior to setting up the internship, read more about the capstone here:

<http://extension.harvard.edu/resources-policies/completing-your-degree/capstones>.

After this interview, you may contact and interview museums about potential internships. **Please note:** prior internships or current employment situations are not appropriate for fulfillment of the Museum Studies internship requirement.

### Approval and Registration

After a location is found, an internship plan is developed jointly with the museum supervisor and Ms. Jones and then formalized on the internship application form. This plan acts as a contract between you, the museum, and the Extension School. After the museum supervisor and a museum administrator approve and sign the form, it is reviewed by the Museum Studies Internship Coordinator. The object of this approval process is to determine the academic merit of the internship. We need to ensure that it is a value-added experience, the responsibilities are at a high level (not routine maintenance or administrative tasks), and the work specifically relates to the field and to your goals.

Once approved, the form will be submitted to the Office of Degree Candidate Advising and Program Administration; they will notify you of the registration process and deadlines. Please be in constant communication with this office about your progress.

### Student Responsibilities

Weekly internship updates must be submitted via email to: [museum\\_summaries@dcemail.harvard.edu](mailto:museum_summaries@dcemail.harvard.edu). The weekly updates should be emailed by 5 pm Sunday for the activities of the previous week (updates will be reviewed each Monday). Updates should include information about how many hours were spent on the internship that week, what type of work was done, notes of interest, general thoughts about the work, etc. Updates should be written in a clear and concise manner, but there is no requirement about how they are formatted. When the internship is concluded, a full summary report of the internship should be submitted via email. The summary should include not only an overall report of the activities conducted during the internship, but also your impressions of the institution, insights you may have learned that are not necessarily internship-related, and your recommendation about the site's worthiness for future internships. Your summary report is kept confidential from the host institution. Copies of the weekly updates and the summary become part of your official student file.

It is suggested you keep a journal of the internship that records the experience. Detailed record keeping may be vital for later use in your capstone project!

At the end of the internship, the museum supervisor submits the internship evaluation form. Only after the internship evaluation form and your internship summary have been received will the final pass grade be entered into your academic record.



# HARVARD EXTENSION SCHOOL

Office of ALM Advising and Program Administration, 51 Brattle Street, Cambridge, MA, 02138

## Museum Studies Program Internship Application Form

| STUDENT INFORMATION   |  |                     |                       |
|---|--|---------------------|-----------------------|
| Last/Family/Sur name(s)                                       |  | First/Given name(s) |                       |
|   |  | Middle name(s)      |                       |
| E-mail  |  |                     | Day time phone number |
| Current employment status (part-time, full-time, not working) |  | Current employer    |                       |

| INTERNSHIP INFORMATION   |          |                |                      |
|--|----------|----------------|----------------------|
| Internship organization  |          |                |                      |
| Internship job title   |          |                |                      |
| Start date   | End date | Hours per week | Total hours intended |
| Internship responsibilities (use a separate page if necessary) |          |                |                      |
| Student's signature _____ Date _____                           |          |                |                      |

### This section to be completed by the museum supervisor

| MUSEUM SUPERVISOR INFORMATION  |              |                     |
|--|--------------|---------------------|
| Last/Family/Sur name(s)  |              | First/Given name(s) |
|  |              | Middle name(s)      |
| Title  |              |                     |
| Length of time at present position   | Work address |                     |
| Day time phone number  |              |                     |
| E-mail   |              |                     |
| I have read the above plan and agree to serve as supervisor for this 100- or 200-hour museum internship. Additionally, either I or my museum will be paid a \$250 or \$500 stipend, as appropriate, by the Harvard Extension School. |              |                     |
| Museum supervisor's signature _____ Date _____   |              |                     |

### This section to be completed by the museum administrator with authority to approve internships

| MUSEUM ADMINISTRATOR INFORMATION                  |  |                     |
|---|--|---------------------|
| Last/Family/Sur name(s)                           |  | First/Given name(s) |
|   |  | Middle name(s)      |
| Title   |  |                     |
| Museum administrator's signature _____ Date _____ |  |                     |

### This section to be completed by the Museum Studies Program Director/Internship Coordinator

|  |
|--|
| I approve the internship plan as stated above.     |
| Katherine Burton Jones' signature _____ Date _____ |