**MUSEUM STUDIES MINOR STUDENT INTERNSHIP AGREEMENT**

Students will provide a 1-2 page resume and cover letter to the prospective site supervisor ideally in the semester PRIOR to the internship. It should include:

**Resume**: Highlight any prior experiences that may help with museum/ARCHIVES/ gallery/gallery store work that you have had. They don’t have to be in a museum or gallery situation. Think about skills you have learned that you think may be helpful for the work you would be doing in your internship. Some may be organization, database experience, working with numbers, attention to detail, etc.  An example from a previous intern: They worked at a summer camp where they had to manage the activities for the campers. They highlighted the organizational skills needed to do those tasks.

**Cover letter**: Tell your potential site supervisor why you are interested in working in museums/archives/galleries/gallery stores. What part of this kind of institution are you curious about? Tell them what type of art/archives/museums/galleries you enjoy. Explain what skills or experiences you hope to gain from the internship and how you think you will use them in your career. Site supervisors will use whatever information you give them to guide your conversations and generate lists for you to work on and to consider saving specific projects for you if they know you are interested in something related to them.

Name of student intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Administrative Coordinator /faculty advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of site supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of internship: Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Student Intern/Site Supervisor Agreement*:

Required number of hours at the site per week \_\_\_\_\_\_\_\_\_\_\_\_

Weekly schedule at site or attach sheet with general duties:

Responsibilities of intern (may include relevant readings in the field):

Responsibility of site supervisor:

*Student Intern/Site Supervisor/Administrative Coordinator Agreement*:

For all internships, students should provide the site supervisor with a cover letter and 1-2 page resume and work out this agreement in the semester PRIOR to taking up the internship ideally.

For all internships, students will submit a 3-5 page summary of their activities, taking into consideration how they relate to the information in their cover letter, what skills they have developed, how the internship has enhanced their training in the minor, and a general summary of the special project (if undertaken and appropriate). Final paper to be handed in by:

***Signatures****:*

*Student signature (electronic acceptable) or type name here:*

Site Supervisor. Date of Agreement and signature (electronic or type name here):

Administrative Coordinator. Date of Agreement and signature (electronic or type name here):