

Internship for Museum Studies Minor Regulations

The following items are principles and guidelines that you should consider when selecting and planning your internship:

1. The student will play an active role in selecting the internship site.
2. The student will play an active role in planning the internship experience.
3. The student will select the internship site based on their professional goals and work out an agreement with the Administrative Coordinator and site supervisor.
4. The internship should meet the "real" needs of the agency in terms of needs assessment, program planning, implementation, and evaluation.
5. The internship should be designed to provide the student with a wide variety of opportunities and experiences that are reflective of actual responsibilities of museum professionals.
6. The internship will take place under the supervision and guidance of an individual who can create learning experiences out of actual work situations.
7. The internship supervisor should be knowledgeable in the student's area of specialization.
8. Students will be evaluated in terms of their (a) increased understanding, knowledge, and abilities specific to the internship and (b) contributions to the agency's program.

Rules and Regulations for Internship

- Students must have completed a minimum of 12 hours in the minor area in order to pursue the Internship. Discuss possible exceptions with the Administrative Coordinator/faculty advisor.
- Students must select the site for their Internship under the guidance of their Museum Studies Administrative Coordinator/faculty advisor, who acts as advisor for the minor (listed on the site at: www.uwyo.edu/museumstudies/).
- Students must submit the Agreement for the Internship preferably during the advising period of the previous semester, but this situation is subject to negotiation.
- Students wanting to enroll in the Internship must acquire approval from the Administrative Coordinator/faculty advisor who acts as advisor for the internship program.
- Students must notify the Administrative Coordinator/faculty advisor, if they decide to withdraw from the Internship Experience for any reason.

Goals and Logistics for Internships in the Museum Studies Minor at UW:

Internships in Museum Studies should provide students with exposure to the workings of individual institutions or community entities, such as history museums, galleries or gallery stores, archives, art museums, science museums, textile collections, and other possibilities, and offer practical and theoretical training in museum practices, and the role of museums in contemporary society. Such an internship would ideally provide elements of breadth and depth within the institution:

Breadth:

Interns should gain insight into the functions of individual institutions and learn about the museum's various operations. Interns should be invited to visit specific departments to become familiar with the spectrum of daily activities behind the scenes. Interns should meet with curators, educators, and other key museum staff who provide a broader understanding of the museum's mission, collections, organizational systems, and programs for visitors. Curators could give talks or tours in conjunction with the museum's exhibitions to explain interpretive strategies and challenges.

Depth:

Working under the supervision of one of the museum's professional staff, interns should contribute to a larger-scale project, involving them with collections, exhibitions, and/or educational programs. Internship projects are based on the museum's needs and should match the appropriate skills and interests of the individual. Ideally, this project would include elements of responsibility and research that correspond with the expectations of academic course credit.

Possible sites include but are not limited to:

UW Art Museum (contact Dara Lohnes-Davis); American Heritage Center for archives/rare books collections (contract Brigida Blasi); Geology Museum (contact Laura Vietti); Anthropology Collections (contact Alexandra Kelley); Textile collections (contact Family and Consumer Sciences Dept.); Community sites such as the Territorial Prison, Laramie Plains Museum, downtown galleries and gallery stores, such as Works of Wyoming.

Academic Course Credit Hours:

Interns will enroll in 3-6 hours in their major department's internship course number. The calculations for work hours are based on the following formula: 3 hours in a regular class would equal 3 hours of in-class time plus 2 hours per credit hour of studying, etc. Hence, the equivalent in an internship would be:

3 hours credit = 9 hours work/week

6 hours credit = 18 hours work/week

Grading:

1. Students may sign up for S/U (Satisfactory/Unsatisfactory) or the A-F grading scale. S/U credit in the minor is fine, but students must stay under the university requirement of number of hours taken for S/U, for which each individual needs to check with registration and records to be sure that they will not exceed that limit.

2. The instructor of record for the internships will be the Administrative Coordinator/faculty advisor for the Museum Studies Minor (listed as the contact person on the Museum Studies website at: www.uwyo.edu/museumstudies/ . Museum supervisors will communicate with the Administrative Coordinator throughout the semester about grades for the course credit.