Guidelines for Graduate-Level Museum Internships for Course Credit (ARTH 693)

The Department of Art History offers graduate students the potential to earn course credit while completing internships at museums, art galleries, historical sites or other scholarly institutions.

Students completing internships are assigned specific responsibilities relevant to a circumscribed project. The project need not necessarily be completed during the semester in which the student completes the internship (e.g., an intern may complete research for an exhibition that will be installed, or a collection catalogue published, after the end of the semester). In addition, interns ideally have opportunities to observe or contribute to ongoing professional activities (e.g., processing loans, attending project meetings, observing educational programs) associated with the professional specialization with which the internship is affiliated or the project to which the intern contributes.

General learning objectives may include:
- expand understanding of how a particular arts organization operates
- gain knowledge of specific roles and responsibilities within an particular profession
- acquire/apply technical skills associated with the aforementioned roles & responsibilities
- develop/refine effective communication skills (oral, written, visual)
- demonstrate ability to work independently and/or as a member of a team

For more information about the scope of potential internships for graduate credit, contact Dr. Lindauer, Museum Studies Coordinator <malindauer@vcu.edu>

Approval Procedure

For approval to receive course credit for an internship, complete the following steps:

1) consult with the museum/arts professional who will be supervising the internship to discuss internship guidelines and to fill out the attached application for approval form;
2) submit the application for approval form (signed by student and internship supervisor) to the Museum Studies Coordinator (Dr. Lindauer) for review and signature;
3) deliver* aforementioned form (signed by student, internship supervisor and Museum Studies Coordinator) to the Art History Program Coordinator (Krista Privott), who will process an electronic override required for course registration. She will also secure an approval signature from the Department Chair (Dr. Schreffler).

* Deliver the Internship Approval form to the Art History Program Coordinator at least three weeks prior to the beginning of the semester during which the internship will be completed.
Course Requirements

Supervisors:

Complete a mid-term and final evaluation of student’s work performance.

The Art History Program Coordinator (Krista Privott) will email an evaluation form to you shortly before the semester begins. She will email you two additional times throughout the semester (once at mid-term and again toward the end of the semester).

Please meet with your intern at the outset of the semester to specify which of the criteria you will use to assess his/her performance. Please also meet with the student following the midterm evaluation, outlining, if needed, a plan for improvement during the second half of the semester.

Students:

Complete a minimum of 144 hours of work (9 hours per week during a 16-week semester) at host institution for a 3-credit internship; 288 hours (18 hours per week during a 16-week semester) for a 6-credit internship.

Work hours must be completed during the semester in which course credit is awarded.

Produce a three-page report, single-spaced, in an extended outline format, listing specific activities. Use the following subheadings:

I. Project or Research Completed
II. Meetings
III. Events
IV. Miscellaneous activities
V. What I learned/gained

Submit a hard copy of the report to the Museum Studies Coordinator on or before the last day of regularly scheduled classes (in advance of final exams). The quality of the reports will be assessed according to writing quality and visual clarity.

Evaluation

A student may earn a total of 100 points

25 points: awarded for completing the requisite number of work hours
25 points: based on mid-term evaluation
25 points: based on final evaluation
25 points: internship report

Grades will be assigned accordingly:

A = 90-100 points; B = 80-89 points; C = 70-79 points
Museum Internship Application for Approval – Graduate Students

Instructions: Please complete this form in consultation with the person who has agreed to be your internship (supervisor/mentor). Bring the completed and signed form to Dr. Lindauer for department approval. After Dr. Lindauer has signed the form, it should be submitted to Cynthia Myron to process an electronic override to register for the course. If you would like to set up an appointment to discuss the internship in more detail please contact Dr. Lindauer.

Student Name: ______________________________   Student V#_____________________
Student Email: ________________________@vcu.edu   Phone____________________________

Circle appropriate credit hours (applies to fall/spring semesters):
3 credits (minimum of 144 hours per semester, 9 hours per week during a 16-week semester)
6 credits (minimum of 288 hours per semester, 18 hours per week during a 16-week semester)

Circle Semester: Spring   Summer   Fall   Fall
Year__________________________

Select CRN/Section (see the online schedule of classes at vcu.edu/schedule)__________________________

Name of host organization/institution: ____________________________________________________________
Supervisor at host organization/institution: _______________________________________________________
Address of host organization/institution: ____________________________________________________________
Supervisor email: __________________________________________________________
Supervisor telephone: __________________________________________________________
Signature of Supervisor: __________________________________________________________

Note to supervisor: The Department of Art History will email a sample intern evaluation form, with instructions and due dates, to you shortly before the beginning of the semester. Please meet with your intern at the outset of the semester to specify the criteria you will use to assess his/her performance. Please also meet with the student following the midterm evaluation, outlining, if needed, a plan for improvement during the second half of the semester.

List graduate art history and museum studies courses—already completed and on-going—as well as previous museum, gallery or other relevant arts organization work experience:
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List the intern’s expected roles and responsibilities as they relate to a particular project; outline the learning objectives for the internship; and describe how proposed activities relate to those learning objectives.

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Student Signature                                  Date