IUPUI MUSEUM STUDIES INTERNSHIP CHECKLIST

I. PRIOR TO THE INTERNSHIP REGISTRATION DEADLINE

☐ Consider areas of interest and desired experiences. (first semester)
☐ Discuss ideas for internship experiences with your academic advisor. (3-4 months)
☐ Select a Museum Studies faculty member to serve as the student’s faculty advisor for the internship. (3-4 months)
☐ Apply for the internship with the museum. (2-3 months)
☐ Once selected for an internship, the student should begin the internship proposal process.

II. INTERNSHIP PROPOSAL

Remember: The internship proposal must be completed and approved prior to registering for the internship credits. Development of the proposal should begin at least 1-2 months prior to registration and must be submitted at least 2 weeks before the start of the internship semester.

The internship proposal must contain the following:

☐ Description of the Internship (nature and scope of internship, tasks, projects, etc.)
☐ Description of Learning Objectives and Goals
☐ Product(s) of the Internship (papers, exhibits, etc.)
☐ Benefits of the Internship (both for the intern and institution)
☐ Internship Work Schedule
☐ Faculty Advisor’s Involvement in the Internship (including scheduled meetings and check-ins)
☐ Signature Page (The student, museum mentor, and academic advisor must sign this to signify approval of the internship proposal.)

III. COMPLETION OF THE INTERNSHIP

☐ Keep a log or journal of the internship experience.
☐ Begin assembling the internship documentation at least 1 month prior to the completion of the internship. (See IV. Internship Report for specific information.)
☐ Meet with the internship faculty advisor at least once during the semester to review the student’s internship progress.
☐ Schedule a time to meet with your faculty advisor to present your internship report.
☐ Give your internship mentor the “Mentor Evaluation of IUPUI Museum Studies Internship” form.
☐ Fill out the “Self-Evaluation of IUPUI Museum Studies Internship Experience” form.
IV. INTERNSHIP REPORT

☐ Submit the internship report to the student’s faculty advisor at least 2 weeks prior to the end of the semester to allow the advisor ample time to evaluate the report. **Note:** Submission of the internship report may be negotiated with the faculty advisor based on the structure and requirements of the internship.

☐ The internship report should minimally include:
  - A title
  - An abstract summarizing the project in one to two paragraphs
  - The original and any revised internship proposals
  - A log, diary, journal, or other record of the time and tasks completed
  - A narrative which summarizes the project purposes and activities, and which details the useful knowledge and skills developed in the project.
  - A reflection on the experience, its benefits to the museum and to the student, and any commentary or analysis of the experience the student wishes to make
  - A bibliography of relevant sources
  - Visuals relevant to the project such as slides or photos of the student at work or of the work produced (ex. exhibit cases, design sketches)
  - The product(s) produced by the student. (ex. labels, catalogue records, curriculum design)
  - A written evaluation by the member of the community museum responsible for supervising the student’s work, indicating the time and energy invested by the student in the project, the quality of the student’s work and of the product produced by the student, and the quality of the student’s personal and professional development as a result of the experience.
  - Evaluations (self and internship mentor)

☐ Once the internship is completed, send a professional letter of gratitude to the student’s internship mentor and institution thanking them for their time and the opportunity to gain experience with them.

☐ Pat yourself on the back for a job well done!