

Museum Studies Internship Agreement

Students in the Museum Studies Program at Arizona State University are required to complete an internship of 320 hours (or 160 hours if they are also registering for a practicum). As an outcome of the internship, the student produces a portfolio of relevant materials, a journal of activities, and a summary/reflective paper. The site supervisor is asked to send a letter confirming that the internship has been completed satisfactorily. An ideal internship, from the ASU perspective, has four components:

1. The intern works closely with a member of the staff who serves as the student's site supervisor;
2. The intern is given the opportunity to contribute to activities and projects that have significance to the institution;
3. The intern is able, as part of their duties, to concentrate on a project for which he or she is principally responsible; and
4. The intern is able to gain an understanding of the larger institution (this is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination).

INTERNSHIP PLAN

_____ (student)

Internship Location

Internship Dates

Work Schedule (number of weeks, and will the student work full-time, part-time, weekends, weekdays, etc.)

1. Site Supervisor: _____

2. Duties and activities in which student will participate (attach additional sheets as appropriate):

3. Project for which student will have principal responsibility:

4. Opportunities for learning about institution as a whole:

Student

Date Site Supervisor

Date ASU Museum Studies

Date