Northern Illinois University
Certificate of Graduate Study in Museum Studies

ART 665: Practicum – Contract for Practicum at on-campus Museum

This contract must be completed and approved before the student can get a permit to register for ART 665. Once the permit is approved, regular registration drop/add deadlines apply. Plan ahead!

Contact information:
Student name: ________________________________

Semester: __________________
Check one:  ___Pursuing the Certificate of Graduate Study on its own
          ___Pursuing the Certificate of Graduate Study in conjunction with graduate degree
          in ___________________________ (Date degree expected: ____________)

Phone: __________________ Cell phone: __________________ e-mail: __________________

Museum name: ________________________________________________________________
Museum address: ______________________________________________________________
Museum contact person: ______________________________________________________
           Title: ____________________________Department: __________________________
            Phone: __________________________ E-mail: ____________________________

Proposed schedule:
In this space, describe approximately the schedule, if known, of the proposed practicum. (The practicum requires a minimum of 120 contact hours per semester credit hour awarded. These contact hours can be met on a regular weekly basis or on an intensive project basis.)

Total contact hours: ______

Proposed project(s): 
In this space, describe the project(s) envisioned for this practicum, and the final product(s) that may result from it. (The practicum should provide substantive professional experience in an area of the student’s interest. This experience may be gained in a single intensive long-term project, or in an appropriate combination of smaller responsibilities; it may include some routine office chores if these are routinely handled by professional staff at the museum, but most of the practicum time should be spent on substantive responsibilities. These responsibilities could include, but are not limited, to: object research; exhibition research; program design; teaching children, adults, or teacher workshops; giving tours; assisting at special events; writing interpretive materials, publicity materials, or grant proposals; inventory/registrarial work; archive/library work; attending planning meetings and training sessions on-site or in the area.) If more space is needed, attach additional sheet

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Regular requirements:
1. The student should contact the faculty supervisor regularly, on a schedule to be established at the start of the semester, during the course of the practicum to report on progress to date, issues or problems, or questions. This contact may be by phone, e-mail, or in person.

2. The museum supervisor should keep sufficient notes on the intern’s progress that the faculty member can consult with the museum supervisor at the end of the semester for purposes of deciding a final grade.

3. The student should provide to the faculty supervisor copies of any documents or final products produced as part of the practicum, excepting those documents that might be deemed Confidential by the Museum (such as object value reports, etc.).

4. The student should provide to the faculty supervisor a brief report/assessment of the practicum experience at the end of the semester. This report will be used in ascertaining a final grade and will also become part of the files on practicum projects completed by NIU graduate students in the School of Art.

5. The faculty supervisor may, at a time suitable to the student and his/her museum supervisor, make one or more site visits as appropriate to assess the intern’s progress.

6. Other:

This contract is agreed to by:
____________________________________________________Student
____________________________________________________NIU faculty supervisor
____________________________________________________Museum contact

On: _________________ (Date of final signature)

(NIU faculty member and museum contact person should keep a copy of this contract, and at the completion of the practicum, add signatures here to confirm):

The student successfully met the terms of this practicum contract:
____________________________________________________Museum contact _______ (date)
____________________________________________________NIU faculty supervisor _______ (date)