

Approved 9/03

Northern Illinois University
Certificate of Graduate Study in Museum Studies

ART 765: Internship – Contract for Internship at Area Museum

This contract must be completed and approved before the student can get a permit to register for ART 765. Once the permit is approved, regular registration drop/add deadlines apply. Plan ahead!

Contact information:

Student name: _____
Semester: _____ # of semester hours sought for this internship: _____
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 internship. (The NIU internship 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 internship, and the final product(s) that may result from it. (The internship 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 internship 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 intern should *contact the NIU faculty supervisor regularly, on a schedule to be established at the start of the semester*, during the course of the internship 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 intern should provide to the faculty supervisor *copies of any documents or final products* produced as part of the internship, excepting those documents that might be deemed Confidential by the Museum (such as object value reports, etc.).
4. The intern should provide to the faculty supervisor a *brief report/assessment of the internship* 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 internship projects completed by NIU graduate students in the School of Art.
5. The faculty supervisor may, at a time suitable to the intern 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 internship, add signatures here to confirm):

The student successfully met the terms of this internship contract:

_____Museum contact _____(date)
_____NIU faculty supervisor _____(date)