

Department of Museum Studies, Baylor University
Internship Letter of Agreement

I. Purpose

All graduate students and undergraduate students in Museum Studies are strongly encouraged to apply their formal education in a professional setting. Such internships can be done at any time in the program but are especially beneficial once the student has taken several courses which give them a basic knowledge of museum work. The internship program is designed to allow students to engage in meaningful work under the mentorship of experienced and knowledgeable museum professionals. Your participation demonstrates your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

II. Responsibilities

To help insure the interests and promote the benefits of the internship program for all parties involved, the Department of Museum Studies has developed this letter of agreement. The following outlines the mutual responsibilities between our program and your organization:

Internship Site: _____
(hereafter identified as the Internship Site)

III. Responsibilities of the Department of Museum Studies

The Department's responsibilities include, but are not limited to the following:

1. Provide faculty supervision during the internship experience.
2. Provide such assistance as requested by the site to facilitate successful completion of the internship.
3. Assist in the evaluation of the intern's progress; in cooperation with the Site Internship Supervisor, determine whether or not the student should receive a passing grade for the internship experience.
4. Establish guidelines and standards for the internship program and provide these to the Internship Site.
5. Serve as the central administrative arm for all aspects of the internship and provide education and information to students, employers, and faculty.
6. Maintain site and intern student files and confidentiality of any information designated, by the Internship Site or student, as confidential.
7. Act as a general resource for the intern and Internship Site Coordinator helping to resolve problems as they arise.
8. Faculty Supervisor Name and Contact Information: _____

IV. Responsibilities of the Internship Site

The site that accepts the student has responsibilities that include the following:

1. To provide appropriate on-site supervision of the intern.
2. To provide, within the scope of the internship, experiences of the depth and breadth expected and experienced by professionals employed by the site.
3. To arrange, in advance, with the Departmental Supervisor, the job description for the internship.
4. To provide an opportunity for the intern to experience an over-all orientation to the site's purposes, services, philosophy, policies, and procedures.
5. Designate an employee to serve as the Host Institution Supervisor with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and the Departmental Supervisor, and to monitor the progress of the student intern.
6. To notify the Departmental Supervisor immediately (within the first two weeks if possible) in the event of any emergency or problem that potentially threatens the successful completion of the internship.
7. To provide a written evaluation of the intern's performance at the completion of the internship; to provide, as deemed necessary by the student's on-site supervisor, appropriate interim evaluation of the student's performance, particularly if there is any problem that potentially threatens the successful completion of the internship.
8. To meet with the student to review the internship evaluation including both the supervisor's skill evaluation and the intern's self-evaluation. After the review, both the Host Institution Supervisor and the student intern will complete the final section of the review and sign the document. A copy of the review will be forwarded to the Departmental Supervisor.
9. Verify on the final evaluation that the student intern has completed approximately 400 hours of work.
10. Make available equipment, supplies, and space necessary for the student intern to perform his/her duties.
11. Provide a safe working environment.
12. Will not displace regular workers with student interns secured through the internship program.
13. Notify the Departmental Supervisor of any changes in the student intern's work status, schedule, or performance.
14. Maintain a general liability, professional liability and worker's compensation insurance as required by law.
15. Separation: Should the Internship Site become dissatisfied with the performance of a student intern, the site may request termination of the internship arrangement. This should occur only after the Departmental Supervisor has been notified and a satisfactory resolution has not been achieved. Conversely, the Department of

Museum Studies may request termination of the arrangement for any intern not complying with the internship guidelines set out by the department or if the Internship Site does not uphold the responsibilities mentioned above, as long as the Host Institution Supervisor has been notified in advance and satisfactory resolution has not been achieved.

16. Discrimination. The Internship Site shall not discriminate against any student intern on the basis of race, national origin, religion, sex, sexual orientation, marital status, or disability in the performance of its obligations under this Agreement.

V. Student Intern's Responsibilities

The student intern's responsibilities include, but are not limited to the following:

1. The student intern is expected to become familiar with the Internship Site's mission, purposes, goals, and objectives, as well as, the services it offers to members and/or the community, and its audience.
2. The student intern is expected to formulate his/her goals at the site in terms of specific skills and experiences.
3. The student intern is expected to establish a work schedule in conjunction with the Host Institution Supervisor, indicating regular hours, special projects, and special areas of interest that will be pursued and completed during the internship period.
4. The student intern is expected to keep a journal. The journal should include not only the student's activities on a given day but also their observation of how best practices are applied (or not applied) in the real world.
5. The student intern is expected to submit mid-term and final reports. The mid-term report should be between 250 and 500 words, and the final report should be between 500 and 750 words. The reports should discuss how the internship did (or did not) allow the student to utilize knowledge and skills from their coursework and how the internship deepened their knowledge of the museum profession. The final report should describe and evaluate any specific projects on which the student worked, including what the student's role in the project was.
6. The student is encouraged to provide photographic documentation of the host institution, including the appearance of public spaces, behind-the-scenes work areas, and of the specific projects on which the student was involved.

VI. Start and End Dates for the Internship

Beginning Date

End Date

VII. Internship Job Description

VIII. Work Schedule

IX. Pay/Compensation (if applicable)

Host Institution Supervisor

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

Student Signature

Faculty signature