

Department of Museum Studies, Baylor University
Professional Project Letter of Agreement

I. Purpose

All graduate students in Museum Studies are strongly encouraged to apply their formal education in a professional setting. The graduate professional project requires application of professional skills and is usually performed over the two semesters of the student's second year. The project may be completed at the Mayborn Museum Complex, at another museum, or at a related institution. In all cases, the project must be approved by Department of Museum Studies in advance. It is important that the project be of an appropriate scale, both as a substantial undertaking but also as one that be concluded in two semesters. The professional project allows 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 project 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 Project 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 project experience.
2. Provide such assistance as requested by the site to facilitate successful completion of the project.
3. Assist in the evaluation of the student's progress; in cooperation with the Site Project Supervisor, determine whether or not the student should receive a passing grade for the project experience.
4. Establish guidelines and standards for the professional project and provide these to the Project Site.
5. Serve as the central administrative arm for all aspects of the project and provide education and information to students, employers, and faculty.
6. Maintain site and project student files and confidentiality of any information designated, by the Project Site or student, as confidential.
7. Act as a general resource for the student and Project Site Coordinator helping to resolve problems as they arise.

8. Faculty Supervisor Name and Contact Information: _____

IV. Responsibilities of the Project Site

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

1. To provide appropriate on-site supervision of the student.
2. To provide, within the scope of the project, 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 project description.
4. To provide an opportunity for the student 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.
6. To notify the Departmental Supervisor immediately (within the first two weeks if possible) in the event of any emergency or problems that potentially threaten the successful completion of the project.
7. To provide an evaluation of the student's performance at the completion of the project; 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 project.
8. Verify that the student has completed approximately 400 hours of work, as necessary to successfully complete the project.
9. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
10. Provide a safe working environment.
11. Will not displace regular workers with students secured through the project program.
12. Notify the Departmental Supervisor of any changes in the student's work status, schedule, or performance.
13. Maintain a general liability, professional liability and worker's compensation insurance as required by law.
14. Separation: Should the Project Site become dissatisfied with the performance of a student, the site may request termination of the project 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 student not complying with the project guidelines set out by the department or if the Project 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.

15. Discrimination. The Project Site shall not discriminate against any student 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's Responsibilities

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

1. The student is expected to become familiar with the Project 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 is expected to formulate his/her goals at the site in terms of specific skills and experiences.
3. The student is expected to establish a work schedule in conjunction with the Host Institution Supervisor, as necessary to complete on-site work for the project.
4. The student is expected to keep a journal documenting their work on the project.
5. The student intern is expected to submit a final report. The final report should be 10 to 12 pages in length. The report should discuss how the project did (or did not) allow the student to utilize knowledge and skills from their coursework and how the project deepened their knowledge of the museum profession. The final report should describe and evaluate the project on which the student worked.
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 project on which the student was involved.
7. The student is expected to make a public presentation of their project to the faculty and students of the Department of Museum Studies.

VI. Start and End Dates for the Project

Beginning Date

End Date

VII. Work Schedule (On-Site)

VIII. Project Description

Host Institution Supervisor

Name _____

Address

Phone _____ Fax _____

E-mail _____

Student Signature

Faculty Signature