

Department of Museum Studies, Baylor University
Undergraduate Internship Letter of Agreement

I. Purpose

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 ensure 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:

Student Name: _____

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. (See Appendix A.)
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 (See Appendix B); 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 **120-150** hours of work for each 3 hours of credit received.
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. Internship students are also expected to complete at least one reading from the Internship Reading List (See Appendix C). The student's faculty advisor may require additional readings.

Selected text(s): _____

7. 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. The student is

responsible for securing permission to use photographs of the host institution in their presentation and final report.

VI. Start and End Dates for the Internship

Start Date	End Date
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Course number	Credit Hours	Semester(s)
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VII. Internship Job Description

VIII. Work Schedule

IX. Pay/Compensation

Host Institution Supervisor

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

Signatures

Student Signature

Site Supervisor Signature

Faculty Signature

Appendix A

Department of Museum Studies, Baylor University Internship Guidelines for Undergraduate Students

Undergraduate students in Museum Studies are required to complete an internship. Students must complete 120 to 150 hours of work at an approved site for each 3 hours of credit received.

- Students seeking a **minor** in Museum Studies must complete 3 hours of internship (MST 4V60).
- Students seeking a **major** in Museum Studies must complete 6 hours of internship (MST 4V60).
 - Students may complete one 6-credit hour internship or two 3-credit hour internships.

Professional Requirements for MST 4V60

Students should work with the Museum Studies faculty to develop a list of possible sites at which they could intern. The student is responsible for submitting all information required by the host institution.

- The host institution must have one or more experienced professional staff members who can serve as a mentor as well as supervisor for the student.
- The Department of Museum Studies must review all internships taken for academic credit to ensure all internships meet departmental requirements.
- The student, the host institution, and the faculty supervisor must complete and sign the Museum Studies internship agreement prior to the start of the internship.
- The student and their host institution supervisor will complete an internship evaluation at the end of the internship. The evaluation includes:
 - An internship review form, which includes a self-evaluation, to be completed by the student.
 - A skill evaluation to be completed by the internship supervisor.
 - A final section of the document that allows for final comments from student and supervisor. This portion of the evaluation is completed after the student and supervisor have met to discuss the results of the internship.
- A copy of the evaluation, signed by the student and their host institution supervisor must be submitted to the faculty supervisor.

Academic Requirements for MST 4V60

Students are expected to keep a journal and to submit mid-term and final reports according to a schedule set by their faculty supervisor.

- 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 sometimes cannot be applied) in the real world.
- The **mid-term** report should be between 250 and 500 words.
- The **final** report should be between 500 and 750 words.

Internship students will also complete one reading from the Internship Reading List. The student's faculty advisor may require additional readings.

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. The reports should also include an assessment of the required reading(s).

Students are encouraged to provide photographic documentation of the host institution, such as the appearance of public spaces, behind-the-scenes work areas, and of the specific projects on which the student was involved. Students should work with their internship supervisor to identify appropriate photographic documentation.

Depending on the distance of the internship from Waco, either a site visit by the Baylor supervisor or one or more telephone or video chat conversations can assure regular communication through the internship.

Grading Policy for MST 4V60

Students will receive credit for their internship once all academic requirements are complete (i.e. journal, mid-term and final reports). The grading policy for MST 4V60 is CR or NC.

Appendix B

Internship Review Form

BAYLOR UNIVERSITY
DEPARTMENT OF MUSEUM STUDIES
INTERNSHIP REVIEW FORM

REPORT PERIOD: _____

INTERN NAME: _____

MUSEUM or SITE/ASSIGNED DEPARTMENT: _____

SUPERVISOR: _____

REVIEW FACTORS:

This Review Form is designed to enhance the productivity and skill development of interns from Baylor's Department of Museum Studies. A review is a set of guidelines used to evaluate the effectiveness of the internship. This evaluation form is a collaborative effort between the intern and the museum professional who serves as supervisor. The evaluation is used to:

- **Provide an assessment of the intern's work at the Internship Site**
- **Provide an assessment of the site's internship program**
- **Improve teamwork and communication for the internship program**
- **Develop the intern's potential as a future museum professional**

INSTRUCTIONS

1. The **intern** will complete the **INTERNSHIP EVALUATION** section and forward with any comments to the supervisor.
2. The **Supervisor** will the complete the **SKILL EVALUATION** and add specific comments about performance.
3. The Supervisor and intern will discuss the **SUMMARY**.
4. The Intern is encouraged to add any additional comments.

I. INTERNSHIP EVALUATION (Completed by Intern)

- A. Briefly summarize your achievements for your internship. What are the things that you are the most proud of?
- B. Overall, are you satisfied with your efforts and achievements this summer? Do you feel you performed at, above, or below your level of ability? Did your internship meet your personal expectations and goals? Did it meet the goals discussed with your supervisor at the beginning of your internship?
- C. What changes would you suggest be made to the internship program at your internship museum or site? What could your supervisor have done to make your internship more successful?

D. Please rank using the scale of 1 to 5, 5 being excellent/most acceptable and 1 being bad/unacceptable.

	Ranking	Comments:
The supervision I received was:		
I was given adequate training.		
My supervisor was available and accessible when I had questions/concerns.		
The work I performed was challenging and stimulating.		
I was treated on the same level as other employees.		
I had a good working relationship with my coworkers.		
There were ample opportunities for learning.		
An effort was made to make it a learning experience for me.		
Supervisor provided levels of responsibility consistent with my abilities.		

I was encouraged to make my own decisions rather than simply carry out decisions made by others.		
The quality of work supervision was good.		
My internship experience was enjoyable.		

II. SKILL EVALUATION (Completed by the Supervisor)

Please assess the intern's/part-timer's abilities using the scale of 1 to 5, 5 being excellent/most acceptable and 1 being bad/unacceptable.

	Ranking	Comments
Understands the Museum's mission and objectives		
Knowledge & understanding of job description and duties		
Adherence to the Museum's policies and procedures		
Ability to manage time effectively		
Demonstrates reliability by meeting deadlines		
Volume of work - extra hours, additional assignments		
Quality of work - creativity, thoroughness, & accuracy		
Practices good customer service skills		
Works effectively/cooperatively with others as a team		
Communicates decisions & documents action to supervisor		
Accepts constructive criticism		
Seeks new knowledge		

Shows enthusiasm about work		
Recognizes problems and formulates appropriate solutions		
Exhibits leadership by example		
Uses effective team building skills		
Employee's level of self-confidence		
Displays creativity and original ideas		

II. SUMMARY OF INTERNSHIP (INTERN AND SUPERVISOR DISCUSSION)

Rank the intern's overall performance: 1 2 3 4 5

Supervisor Comments:

Intern Comments:

Discussion highlights:

DATE ____/____/____ Intern Signature

DATE ____/____/____ Supervisor

Signature_____

Appendix C

Reading List for MST 4V60

In consultation with your faculty advisor, choose one text from the following list. Your faculty advisor may require additional readings.

Baldwin, Joan H. and Anne W. Ackerson. *Women in the Museum: Lessons from the Workplace*. Routledge, 2017.

Catlin-Legutko, Cinnamon and Chris Taylor. *The Inclusive Museum Leader*. Rowman & Littlefield, 2021.

Falk, John. *The Value of Museums: Enhancing Societal Well-Being*. Rowman & Littlefield, 2021.

Kipp, Angela. *Managing Previously Unmanaged Collections: A Practical Guide for Museums*. Rowman & Littlefield, 2016.

Korn, Randi. *Intentional Practice for Museums: A Guide for Maximizing Impact*. Rowman & Littlefield, 2018.

Mayes, Thompson M. *Why Old Places Matter: How Historic Places Affect Our Identity and Well-Being*. Rowman & Littlefield, 2018.

Murawski, Mike. *Museums as Agents of Change: A Guide to Becoming a Changemaker*. Rowman & Littlefield, 2021.

Stevens, Greg and Wendy Luke. *A Life in Museums: Managing Your Museum Career*. American Alliance of Museums, 2012.

Wood, Elizabeth E., Rainey Tisdale, and Trevor Jones. *Active Collections*. Routledge, 2018.

Young, Tara. *So You Want to Work in a Museum?* American Alliance of Museums, 2019.