

UNDERGRADUATE STUDENT HANDBOOK

DEPARTMENT OF MUSEUM STUDIES
BAYLOR UNIVERSITY

August 2024



TABLE OF CONTENTS

Introduction.....	4
Department Information.....	5
Faculty and Staff.....	5
Classrooms.....	8
Mayborn Library.....	8
Bachelor of Arts in Museum Studies.....	10
Degree Plan for Bachelor of Arts in Museum Studies.....	11
Minor in Museum Studies.....	12
Minor in Informal Education.....	13
Bachelor of Arts with Master of Arts Accelerated Degree Program.....	14
Admissions for the BA for Select Majors/MA Museum Studies Accelerated Degree Program.....	15
Degree Plan for BA/MA Accelerated Degree Program.....	17
Independent Studies in Museum Studies.....	19
Undergraduate Internships.....	21
Academic Honors Convocation.....	23
Social Media Policy.....	24
Baylor and Community Resources for Students.....	25
Students' Basic Needs (food & housing).....	25
Food.....	25
Housing.....	25
Furnishings@First.....	Error! Bookmark not defined.
Academic and Professional Resources.....	25
Baylor Career Center.....	25
Baylor University Libraries.....	26
Graduate Student Association.....	Error! Bookmark not defined.
Graduate Writing Center.....	Error! Bookmark not defined.
Museum Association of Waco.....	26
Office of Access and Learning Accommodation.....	26
Civil Rights Policy and Sexual and Interpersonal Misconduct Policy.....	26
Crises and Emergencies:.....	26

Physical Health and Wellness, Psychiatric Evaluations, Pharmacy: Baylor Health Services Department.....	27
Baylor University Counseling Center.....	27
Substance and Behavioral Addiction: Beauchamp Addiction & Recovery Center (BARC)	27
Spiritual Life: Baylor University Office of Spiritual Life.....	27
Appendix.....	28
Internship Letter of Agreement.....	28
Mayborn Museum Social Media Policy	Error! Bookmark not defined.

INTRODUCTION

The Department of Museum Studies prepares Baylor students for careers in museums, cultural organizations, and related non-profit institutions. The program provides students with a solid understanding of museum education, collections management, curation, and administration.

The department offers a BA and a MA in Museum Studies as well as undergraduate and graduate minors in the field. The department also offers two unique courses of study. The Joint BA/MA degree in Museum Studies is the first in the nation. It offers undergraduate students in Museum Studies and other selected majors the opportunity to complete both degrees in five years instead of the usual six. The Minor in Informal Education, offered in partnership with the School of Education's Department of Curriculum and Instruction, prepares bachelor's level students for careers in museums, zoos, galleries, historical sites, parks, and other cultural sites that offer educational experiences for visitors.

The Department of Museum Studies is located within the Mayborn Museum Complex which surrounds students with many academic and career opportunities. This multidisciplinary museum serves as a living laboratory where students apply their classroom learning by participating in all aspects of the museum's daily operations. In addition to the opportunities within the Mayborn, a variety of experiences are available with other cultural institutions, both within the university and in the surrounding community.

DEPARTMENT INFORMATION

FACULTY AND STAFF

The program emphasizes the connection between the academic and the professional, combining classroom study and research into the history and current state of museums with recognition of the best practices in the field. The full-time faculty have experience working in the museum world, in museum staff positions, as museum board members, and as leaders in museum professional organizations. In addition, the department benefits from the experience of current museum professionals, as teachers of classes, as guest lecturers, as hosts during visits to their museums, and as supervisors of graduate student employees and interns.

Full-Time Faculty

Dr. Kenneth Hafertepe, Professor in Museum Studies and Department Chair, received his PhD in American Civilization from The University of Texas at Austin. He worked for ten years at Historic Deerfield, a museum of New England history and art. Dr. Hafertepe has published seven books, co-edited two more, and also published numerous articles and lectured at many Texas museums and historic sites. He served for twelve years on the American Alliance of Museums' Committee on Museum Professional Training, including four years as chair. Dr. Hafertepe teaches courses in material culture and American decorative arts. He also teaches the graduate introductory course, *The Museum: History, Philosophy, and Prospects*. Dr. Hafertepe holds graduate faculty status.

Dr. Julie Holcomb, Professor in Museum Studies and Interim Graduate Program Director, received her PhD in Transatlantic History from The University of Texas at Arlington and her MLIS with a specialization in Archives and Records Management from The University of Texas at Austin. She was the founding director of the Pearce Museum in Corsicana, Texas. She has published three books, two articles, and several book chapters. Dr. Holcomb serves as the editor of *Quaker History*, a scholarly publication of the Friends Historical Association. She is also a Certified Archivist. Dr. Holcomb teaches courses in museum and archival collections management and museum ethics. She holds graduate faculty status.

Ms. Emily Clark, Lecturer in Museum Studies. Ms. Clark's professional career has focused on informal science learning, family learning, making and tinkering, and the museum field's approaches to diversity, equity, inclusion, and accessibility. Ms. Clark worked previously at the Mayborn Museum, a major partner to the Department of Museum Studies. She developed and opened the Mayborn's making and tinkering space, Design Den, before moving into a management role overseeing the Museum Engagement team.

Adjunct Faculty

Mr. Eric Ames, Adjunct Lecturer in Museum Studies and Associate Director for Advancement, Exhibits & Community Engagement for the Baylor University Libraries. He holds a bachelor's degree in Public Relations from Texas Tech University and a Master of Arts in Museum Studies from Baylor University. He is the founder of Ames Heritage Consulting, LLC, a marketing, strategic planning, and fundraising consultancy established in Waco in 2016. Mr. Ames is currently president of the board of directors for

the Historic Waco Foundation. He has published three books on Waco history. Mr. Ames holds a certification as a Professional Certified Marketer from the American Marketing Association. Mr. Ames teaches courses in historic preservation, outreach and marketing, advancement and fundraising, and digital collections management.

Ms. Lesa Bush, Adjunct Lecturer in Museum Studies and Associate Director of the Mayborn Museum Complex, began her career as an elementary school teacher. While visiting a museum with her class, she realized her passion for informal learning. Ms. Bush has worked in the museum field since 1999, first at the Ollie Mae Moen Discovery Center, then the Mayborn Museum Complex. She teaches the undergraduate museum education course and guest lectures in the graduate museum education course.

Dr. Trey Crumpton, Adjunct Lecturer in Museum Studies and Manager of Visitor Experience, Mayborn Museum Complex, began working at the Mayborn in 2003 as a student employee. He completed a BS in Environmental Science and Museum Studies and an MS in Environmental Science at Baylor and a PhD in Leadership Studies at Dallas Baptist University. In 2006, Dr. Crumpton was hired as full-time collections staff. In 2015, he moved into management of permanent exhibit renovations. Dr. Crumpton's research interests center on interpretation in natural and cultural history, particularly backyard biodiversity and the human-ecological relationship.

Mr. Paul Fisher, Adjunct Lecturer in Museum Studies and Assistant Director, Archives Operations and Systems, The Texas Collection, completed a BA in Museum Studies and History and a MA in History at Baylor University, and a MSLS in Library Science at the University of North Texas. Mr. Fisher joined The Texas Collection in 2011, where he worked as the processing archivist at The Texas Collection before becoming the Assistant Director. Mr. Fisher maintains the collections management system for Baylor Libraries (known as BARD), helps with classes, and trains graduate student employees.

Mr. Coleman Hampton, Adjunct Lecturer in Museum Studies and Executive Director of the Bell County Museum (Belton, Texas) completed a BA in History and a MA in Museum Studies at Baylor University. During his tenure at the Bell County Museum, Mr. Hampton has increased audience focused programs, created an inclusive museum environment, and built lasting relationships with regional schools. Under his leadership, Bell County Museum was awarded the 2021 John L. Nau III Award for Excellence in Museums for the permanent exhibit "Discover Bell County." He serves as Chair of the Texas Brazos Trail Region, Chair of Prehistoric Texas Educational Initiative, as well as past leadership roles in the Texas Association of Museums and the Temple Rotary Club.

Ms. Emily MacDonald, Adjunct Lecturer in Museum Studies and Museum Engagement Manager, Mayborn Museum Complex. Ms. MacDonald holds a BA in Political Science and Communication from Austin College and a MA in Museum Studies from Baylor University. As a student in the MA program, Ms. MacDonald worked at the Poage Legislative Library and the Mayborn Museum. In graduate school, she worked to combine her undergraduate education in Political Science and Education with Museum Studies by studying the role presidential libraries play in public approval ratings of

presidents and whether the unique governance and creation of these sites misleads visitors. Her thesis “Past vs. President: Interpretation and Public Approval at the George W. Bush Presidential Library” received the Calvin Smith Award for Outstanding, Project, Internship, or Thesis. Ms. MacDonald has worked closely with Teen Science Café and is involved with the Texas Association of Museums and the Texas Children in Nature Network.

Ms. Cindee Millard, Adjunct Lecturer in Museum Studies and Public and Community Engagement Manager, Mayborn Museum Complex. Ms. Millard received her BBA in Marketing and Management and her MA in Communication from Baylor University. She combines her knowledge of community engagement trends and academic institution best practices with her many years of non-profit experience in Waco to serve the Mayborn Museum’s adult audiences and community partners. Ms. Millard’s work has yielded dynamic projects that highlight Hispanic Heritage Month and Native American Heritage Month. She led the transition of Baylor’s Lifelong Learning programming to the Mayborn Museum in 2020 and continues to lead the curriculum and course management for more than 540 Mayborn Museum members aged 55 and older. Ms. Millard has held fellowships with the Association of Science and Technology Centers and the Thriving Earth Exchange Community Science and presented her work at several museum conferences, including the Smithsonian Affiliates Virtual Conference.

Ms. Rachael Nadeau Johnson, Adjunct Lecturer in Museum Studies and Collections Manager, Dr Pepper Museum, completed her MA in Museum Studies from Baylor University in 2014. She oversees the Dr Pepper Museum’s collections and collections on repository, along with being involved in exhibit design. Ms. Nadeau Johnson is active in the Museum Association of Waco, the Texas Association of Museums, and the American Association for State and Local History. She teaches the graduate course in museum collections management.

Ms. Rebecca Tucker Nall, Adjunct Lecturer in Museum Studies and Assistant Director of Exhibits, Communication, and Visitor Services, Mayborn Museum Complex, completed her BA in History at the University of Texas at Austin and her MA in Museum Science at Texas Tech University. A 2022 graduate of Leadership Waco, Ms. Nall has been employed in various roles at the Mayborn since 2007, most recently overseeing the museum’s marketing, exhibit design and development, and visitor services staff. She is passionate about museum sustainability and visitor driven data. Nall also manages the Mayborn’s traveling exhibit program and has brought exhibits such as *Titanic: The Artifact Exhibition*, *Journey to Space*, and *Lost Egypt* to the Central Texas community. She is active in the Museum Association of Waco and the Texas Association of Museums, having held leadership positions in both organizations. Ms. Nall was elected to TAM Council in 2023.

Mr. Erik Swanson, Adjunct Lecturer in Museum Studies and Executive Director, Historic Waco, holds a BA in History from Gettysburg College and a MA in Museum Studies from Baylor University. Mr. Swanson began his museum career interning at the Ronald Reagan President Library. He worked for seven years as the Exhibits Curator and

Coordinator at the Baylor University Libraries. Mr. Swanson has served as President of the Museum Association of Waco.

Mr. Charlie Walter, Adjunct Lecturer in Museum Studies and Director of Baylor University's Mayborn Museum Complex, completed a BS in Wildlife and Fisheries Science with an emphasis in Museum Science from Texas A&M and an MBA from the University of North Texas. Mr. Walter has held leadership positions at the DoSeum, the New Mexico Museum of Natural History and Science, and the Fort Worth Museum of Science and History. He has also held numerous leadership positions in the field, including board positions with the Association of Science and Technology Centers, the Associations of Children's Museums, the Texas Association of Museums, the Informal Learning Leadership Collaborative, the Waco Mammoth Foundation, the Texas Informal Science Education Association, and the State Science Teachers Association of Texas. He is also an American Alliance of Museums Accreditation Visiting Committee member. Walter served as Principal Investigator or a Senior Personnel for The National Science Foundation funded projects: CSI – Crime Science and Inquiry; The Texas Network for Exhibit-based Teaching and Learning; and Whodunit? The Science of Solving Crime. He was selected as a Noyce Leadership Fellow in 2010.

Staff

Ms. Lisa Rieger, Administrative Associate, Museum Studies, is often the first contact potential students have with the department. She provides important support for students and faculty in the department, facilitating field trips and coordinating the receipt of applications to the graduate program. Ms. Rieger also works closely with the staff of the Mayborn Museum Complex on various projects. She is a lifelong resident of the Waco area and a great resource for students who are new to the area.

CLASSROOMS

Most Museum Studies classes are held in the administrative wing of the Mayborn Museum Complex. There are two seminar rooms (MMC 1605 and 1606) and a lecture hall (MMC 1701). A Collections Lab is also available to students who are completing courses in collections management.

MAYBORN LIBRARY

The Mayborn Library is in the administrative wing of the Mayborn Museum. It is a branch of the Baylor University Libraries serving the students, faculty, and staff of the Museum Studies program and the Mayborn Museum as well as students, faculty, and staff across the Baylor campus.

Materials in the Mayborn Library are selected to serve the needs of the Museum Studies program and the Mayborn Museum. Students have access to print materials, including reserve materials, books, and journals, computers, printers, and a KIC Scanner. Ms. Lisa Rieger oversees the daily work of the library, including checking books in and out of the library. The library is available Monday through Friday from 8 to 5.

To check out a book, you will need a valid Bear ID. Please see Lisa Rieger or her work study assistant for help with checking out books. Students may return Mayborn books directly to Ms. Rieger or to any Baylor Libraries book return.

BACHELOR OF ARTS IN MUSEUM STUDIES

Students earn the Bachelor of Arts degree in Museum Studies by successfully completing thirty-six semester hours of course work, including six semester hours of museum internship, thesis, or master's project.

ADMISSIONS

Undergraduate students admitted to Baylor University either as freshmen or transfer students may select the major in Museum Studies. The undergraduate major prepares students for careers in the museum profession, cultural organizations, and related non-profit institutions. The Bachelor of Arts in Museum Studies combines coursework in the field as well as a minor in a cognate field. Students who have declared the Museum Studies major may choose to apply to the joint BA/MA in Museum Studies.

DEGREE PLAN FOR BACHELOR OF ARTS IN MUSEUM STUDIES

- A. MST 1300 (3 hours)
- B. Thirty-three hours of coursework selected from at least four of the six areas of study
 - 1. Education: MST 3303, 4303, 4331, 4362
 - 2. Collections: MST 3304, 4304, 4324
 - 3. Curation: MST 4307, 4308, 4309, 4310
 - 4. Administration: MST 4301, 4302, 4311, 4313
 - 5. Research: MST 3V9R, 4V9R
 - 6. Professional Practice: MST 2300, 2311, 4V60
- C. A minor in a cognate field in the College of Arts and Sciences. (Cognate minors from departments including, but not limited to, the following: American Studies, Anthropology, Art and Art History, English, History, and Journalism.)
- D. A grade of “C” or better in courses used for the major.

A minimum of eighteen hours at the “3000” and “4000” level is required.

MINOR IN MUSEUM STUDIES

The undergraduate minor in Museum Studies provides students with other majors a solid introduction to the museum field, to different aspects of the museum profession, and to the study of artifacts of aesthetic or historic significance. Eighteen semester hours including the following:

- A. MST 1300 (3 hours)
- B. Twelve semester hours selected from at least two of the five areas of study:
 - 1. Education: MST 3303, 4303, 4331, 4362
 - 2. Collections: MST 3304, 4304, 4324
 - 3. Curation: MST 4307, 4308, 4309, 4310
 - 4. Administration: MST 4301, 4302, 4311, 4313
 - 5. Professional Practice: MST 2300, 2311, 4V60
- C. A grade of “C” or better in museum studies courses used for the minor.

A minimum of nine hours at the “3000” and “4000” level is required.

MINOR IN INFORMAL EDUCATION

The Minor in Informal Education, offered through a partnership with the School of Education's Department of Curriculum & Instruction and the Department of Museum Studies in the College of Arts & Sciences, allows students to take their interest in teaching outside the classroom. The Minor in Informal Education prepares bachelor's level students for careers in museums, zoos, galleries, historical sites, parks and other cultural sites that offer educational experiences for visitors.

Courses offer exciting opportunities for students to learn curriculum development, teaching techniques, and the theory and practice behind visitor engagement. Students work with additional Waco museums including the Dr Pepper Museum, Waco Mammoth National Monument, Baylor's Martin Museum of Art, the Historic Waco Foundation, and Cameron Park Zoo. Classes also interact with leaders from national sites such as Mount Vernon and the Smithsonian Institution's National Museum of African American History and Culture and the National Museum of American History.

MORE INFORMATION: [Sandra Cooper@baylor.edu](mailto:Sandra_Cooper@baylor.edu)

WEBSITE: <https://ci.soe.baylor.edu/undergraduate-programs/minor-informal-education>

BACHELOR OF ARTS WITH MASTER OF ARTS ACCELERATED DEGREE PROGRAM

The accelerated degree program in Museum Studies is the first in the nation. Baylor students can complete the two degrees in five years; this can be done entirely in Museum Studies or in conjunction with an undergraduate major in American Studies, Anthropology, Art and Art History, History, or Journalism.

Students should apply for the graduate program in their junior year and can take one undergraduate course, MST 4300, and three graduate courses, MST 5304, 5309, and 5311, during their senior year. Having completed the BA, they can graduate after one additional year of study. Students are required to meet all requirements for the BA in their undergraduate major for a total of 124 credit hours.

MUSEUM STUDIES

Students majoring in Museum Studies may apply for the graduate program in their junior year. These students must complete all the requirements for the BA in Museum Studies, for a total of 124 credit hours, as well as additional coursework at the graduate level.

AMERICAN STUDIES AND MUSEUM STUDIES

To earn a joint BA/MA in American Studies and Museum Studies, a student must complete all requirements for the BA degree with a major in American Studies, for a total of 124 credit hours, as well as additional coursework at the graduate level.

ANTHROPOLOGY AND MUSEUM STUDIES

To earn a joint BA/MA in Anthropology and Museum Studies, a student must complete all requirements for the BA degree with a major in Anthropology, for a total of 124 credit hours, as well as additional coursework at the graduate level. (See the Graduate Catalog for details of graduate requirements, including eligibility and admissions.)

ART AND ART HISTORY AND MUSEUM STUDIES

To earn a joint BA/MA in Art and Art History and Museum Studies, a student must complete all requirements for the BA degree with a major in Art History or Studio Art, for a total of 124 credit hours, as well as additional coursework at the graduate level. (See the Graduate Catalog for details of graduate requirements, including eligibility and admissions.)

HISTORY AND MUSEUM STUDIES

To earn a joint BA/MA in History and Museum Studies, a student must complete all requirements for the BA degree with a major in History, for a total of 124 credit hours, as well as additional coursework at the graduate level. (See the Graduate Catalog for details of graduate requirements, including eligibility and admissions.)

JOURNALISM AND MUSEUM STUDIES

To earn a joint BA/MA in Journalism and Museum Studies, a student must complete all requirements for the BA degree with a major in Journalism, for a total of 124 credit hours, as well as additional coursework at the graduate level. (See the Graduate Catalog for details of graduate requirements, including eligibility and admissions.)

ADMISSIONS FOR THE BA FOR SELECT MAJORS/MA MUSEUM STUDIES ACCELERATED DEGREE PROGRAM

For undergraduate majors in Museum Studies, American Studies, Anthropology, Art and Art History, Journalism, or History who decide that they wish to apply their undergraduate knowledge to work in museums, the department offers an accelerated bachelor's and master's degree. Students should contact the Museum Studies department in their junior year to indicate their interest in the accelerated program. If approved, they can take four graduate courses, MST 5301, 5304, 5309, and 5311, during their senior year. Having completed the BA, they can graduate with a MA in Museum Studies after one additional year of study. Students are required to meet all requirements for the BA in their undergraduate major for a total of 124 credit hours.

Admissions Process

Students who plan to apply to the Accelerated Degree Program must complete an interview with the Graduate Program Director prior to applying to Accelerated Degree Program. Applicants must also complete MST 1300 Introduction to Museums no later than their junior year.

Please note: The GRE is not required for the Accelerated Program.

Junior Year - Apply for Admission to the Accelerated Program

Interested students should submit the **Accelerated Program Interest Form** by February 15 of their junior year.

In addition to the **Interest Form**, applicants must submit the following:

- **Two academic letters of reference**
 - One letter of reference must be from a professor in the student's major degree program.
 - **Letters must be sent directly to the department from the recommender using this link:**
<https://app.smartsheet.com/b/form/6430163b80ba48f6827e5aceaf214da6/>.
 - **Recommenders may also send their letters to Ms. Lisa Rieger at Lisa Rieger@baylor.edu**
- **Personal statement**
 - **Submit your personal statement using this link:**
<https://app.smartsheet.com/b/form/ca9cdcf33a0240f98ed99fdfa8e2ab45/>.
 - Or you may submit your personal statement to Ms. Lisa Rieger at the address above.
- **Project sample**
 - This should be a meaningful project (e.g. an academic paper, a website, an exhibit, a public program, an artwork) that would be included in a professional portfolio.

- Submit your project sample using this link:
<https://app.smartsheet.com/b/form/ca9cdcf33a0240f98ed99fdfa8e2ab45/>.
- Or you may submit your personal statement to Ms. Lisa Rieger at the address above.

Successful applicants begin their graduate coursework the following fall.

Senior Year - Apply for Admission to the Graduate Program

Students in the Accelerated Degree Program apply for formal admission to the Graduate School by February 15 of their senior year.

Students must submit the following:

- **One professional letter of reference**
 - This letter of reference should come from an individual who can speak to the student's professional potential. The individual may have supervised the student in a paid or volunteer position or served as an advisor to a student organization in which the student served in a leadership position. References will receive an email with instructions for uploading the letter of recommendation.

During the senior year, students must complete the following to continue in the Accelerated Degree Program in Museum Studies:

- Earn a B or higher in each course (i.e. MST 5301, 5304, 5309, 5311) taken toward the completion of the 12 hours of graduate credit in the senior year.

DEGREE PLAN FOR BA/MA ACCELERATED DEGREE PROGRAM

Students enrolled in the BA/MA program would fulfill all the requirements of their undergraduate major, and they will also complete an additional 36 hours of graduate study. (Note: MST 5304, 5309, and 5311, taken during the senior year, will count toward both the B.A. and the M.A. Students must separately complete all A & S and university requirements for the B.A. in their major for a total of 124 credit hours.)

Required Courses (12 hours total)

- MST 5301 (Museum History and Philosophy)
- MST 5304 (Museum Collections Management)¹
- MST 5309 (Museum Education)²
- MST 5311 (Museum Administration)³

Electives (18 hours total)

- At least 12 hours of 5000-level MST seminars from the following course offerings:
 - MST 5312 (Outreach and Community Relations)
 - MST 5318 (Museum Ethics)
 - MST 5323 (Historic Preservation)
 - MST 5324 (Archival Arrangement and Description)
 - MST 5326 (Archival Technology and Digital Collections Management)
 - MST 5327 (Special Topics)
 - MST 5328 (American Material Culture)
 - MST 5329 (American Decorative Arts)
 - MST 5331 (Design and Management of Exhibits)
 - MST 5340 (Leadership in Museum Administration)
 - MST 5341 (Advanced Development, Fundraising, & Grants for Museums)
 - MST 5V40 (Independent Study)
- The remaining 6 hours of coursework may be completed from the following:
 - Any 5000-level MST seminar (see above listing)
 - Any 5000-level graduate seminar in a cognate field (i.e. American Studies, Anthropology, Art and Art History, English, History, and Journalism) listed in the most recent Graduate Catalog, selected in consultation with the Graduate Program Director.
 - Any 4000-level course in a cognate field (i.e. American Studies, Anthropology, Art and Art History, English, History, and Journalism) listed in the most recent Graduate Catalog and taught by a member of the graduate faculty, completing the additional requirements designated for graduate credit, selected in consultation with the Graduate Program Director.

¹ MST 5304 may substitute for MST 4304.

² MST 5309 may substitute for MST 4303.

³ MST 5311 may substitute for MST 4311.

Professional Experience

In consultation with the Graduate Program Director, students enrolled in the B.A./M.A. program will complete an internship in the summer before they begin their Plus One Year. To document their professional experience, students will register in MST 5V97.

INDEPENDENT STUDIES IN MUSEUM STUDIES

Independent studies conducted with a faculty member provide Museum Studies undergraduate students an opportunity to pursue research or professional development in areas not covered in existing courses. An independent study project should be part of a rational program of professional development, helping a student develop advanced skills in an area of museum practice. The independent study should also provide a tangible benefit to any institution that agrees to participate in the independent study.

Even so, the department has a responsibility to its faculty and to the university to fill scheduled courses that part-time and full-time faculty have worked hard to develop. Independent studies, like any other individual project such as theses, projects, and internships, are not counted as part of a faculty member's teaching load; therefore, these individual studies are uncompensated and are in addition to the faculty member's existing teaching, administrative, service, and research responsibilities. Thus, the department must take care to avoid overloading individual faculty members. Undergraduate and graduate internships, graduate professional projects, and undergraduate and graduate theses will always take priority over an independent study. For these reasons, the department will limit the number of independent study projects that are approved each semester.

There are four steps in the independent study application process. Each is explained in detail below.

1. Preliminary Advising Session
2. Proposal Development
3. Proposal Review and Approval or Rejection
4. Registration

Preliminary Advising Session

Students interested in independent study must complete a preliminary advising session with one of the three full-time faculty members (Hafertepe, Holcomb, or Clark). In this meeting, the faculty member and the student will discuss the student's idea, review the requirements for independent study, and consider potential faculty supervisors.

Students interested in pursuing an independent study must meet following requirements:

- A minimum of twelve hours of Museum Studies coursework, including MST 1300
- A minimum 3.5 GPA
- No outstanding "I"s (Incompletes)

For planning purposes, this advising session must be completed no later than the fourth week of the semester before the semester in which the project will be completed.

Proposal Development

Applying for an Independent Study

Students who wish to be considered for an independent study will need to develop a proposal of study in consultation with a faculty member. The proposal should include a detailed description of the project, a list of readings as appropriate, and a description of the deliverables. The proposal should also include the number of credit hours to be awarded upon successful completion of the project. The proposal must demonstrate that the project is worthy of three hours of undergraduate credit. In other words, it should represent a substantial investment of time, which the department defines as 125 hours for three hours of credit.

The independent study proposal must be submitted to one of the full-time faculty for review by the MST Independent Study Committee. In assessing the proposal, the committee will weigh the qualities of the proposed project and the needs and requirements of the department.

If no faculty member is available to supervise the independent study, the proposal will be denied. Furthermore, in their review of independent study proposals, the committee will consider the number of internship, project, and thesis faculty supervisors are needed that semester. Undergraduate and graduate internships, graduate projects, and undergraduate (Honors) and graduate theses will always take priority over an independent study.

If the committee approves the student's proposal, the student will be cleared to register for MST 4V70 for the agreed number of credit hours. (Note: It is the responsibility of the student to register for the correct number of hours; it is a great inconvenience for the department to correct this student error after the fact.)

Guidelines for the Independent Study

All undergraduate independent study projects are subject to the following:

- An independent study must be conducted in the semester in which the grade is awarded.
- Students are limited to one independent study project per semester. For the purposes of this calculation, an internship or thesis is not counted as an independent study, so a student could, with approval, register for both MST 4V70 and MST 4V60 or for Honors Thesis hours.
- Only three hours of independent study may be applied toward the BA degree.
- Because independent study projects are not counted as part of a faculty member's teaching load, the Department of Museum Studies may limit the number of independent studies approved each semester and a Museum Studies faculty member may decline to direct an independent study.

UNDERGRADUATE INTERNSHIPS

Internships are not required for the undergraduate major or minor. If a student would like to pursue an internship, they 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 department prefers students receive compensation for their internship even though they are receiving academic credit.

General Requirements:

- 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. This review must take place before the student registers for MST 4V60.
- 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

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 are also expected to complete at least 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 readings.

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

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

ACADEMIC HONORS CONVOCATION

The Academic Honors Convocation recognizes two outstanding undergraduate students from each academic department at Baylor University. The Convocation was started with generous financial support from Harry and Anna Jeanes, who were also great supporters of the Mayborn Museum Complex. Harry and Anna would be pleased to know of the excellent work these students have done in Museum Studies at BU!

SOCIAL MEDIA POLICY

The Department of Museum Studies is developing a social media policy. Until that time, please refer to the policy adopted by the Mayborn Museum Complex, which is in the Appendices.

Students and faculty may connect on LinkedIn as professional colleagues. However, students and faculty **may not** follow one another or interact in a personal manner on Facebook, Instagram, X, or other social platforms until the student has graduated or is no longer enrolled in the program.

BAYLOR AND COMMUNITY RESOURCES FOR STUDENTS

STUDENTS' BASIC NEEDS (FOOD & HOUSING)

FOOD

Food insecurity is defined as “a lack of consistent access to enough food for you to live an active, healthy life.” At Baylor, we want all students to have access to food resources that will support their holistic well-being and success. There are several resources available to students experiencing food insecurity: <https://soar.web.baylor.edu/store/resources-students/>.

The Store is Baylor’s on-campus student food pantry located in room 100 in the Sid Richardson Building and is open Monday-Friday from 8 am until 5 pm. The Store provides groceries like fruits, vegetables, bread, milk, cheese, rice, pasta, canned foods, ready-to-eat meals, etc. The Store also stocks personal hygiene and cleaning products. All Baylor students are eligible to make use of the Store as often as they need to, all you need to do is complete the intake form. Within one working day you will receive an email to your Baylor email address notifying you that you can use Baylor ID to swipe yourself into The Store when you need to. For more information about the Store, see their website: <https://soar.web.baylor.edu/student-basic-needs/resources-students-experiencing-hunger/store-baylors-campus-student-food-pantry/>.

The Daily Bread Café, located on the first floor of East Village Dining Commons, 1706 S. 3rd St., offers \$2 meals to all students, faculty, and staff. See: <https://soar.web.baylor.edu/student-basic-needs/resources-students-experiencing-hunger/daily-bread-cafe-2-meals/>.

The Fridge: Snack Stations are a series of fridges and snack bars located all over campus that any student can use at any time if they find themselves hungry and in need of a grab-and-go option. For a list of locations, visit: <https://soar.web.baylor.edu/student-basic-needs/resources-students-experiencing-hunger/fridge-snack-stations/>.

HOUSING

The Baylor University Graduate Student Housing Community consists of four Baylor-owned apartment complexes. Single bedroom units at Browning Square, Pinetree, and Speight-Jenkins, as well as two-bedroom units at The Quadrangle can accommodate singles, families, children, and pets. Graduate Student housing is affordable and well-maintained. Housing is privately managed by Brothers Management to allow the greater personal freedoms which graduate students expect. For more information, visit: <https://graduate.baylor.edu/GSHC/>.

ACADEMIC AND PROFESSIONAL RESOURCES

BAYLOR CAREER CENTER

The Baylor University Career Center provides professional assistance to all Baylor students through specialized career coaching, top resources, connections with employers, graduate school planning, and much more. The Career Center serves both undergraduate and graduate students. Career Success Professional Kristen Howerton is happy to meet with MST students. Her contact information is Kristen_Howerton@baylor.edu or 254-710-3741.

BAYLOR UNIVERSITY LIBRARIES

The Baylor Libraries “supports the mission of the university by undergirding scholarship, fostering teaching and learning, and building communities. The Museum Studies Library, located in the Mayborn Museum, is part of the Baylor Libraries. To learn more about the resources available to graduate students, including print and electronic resources, interlibrary loan, and study spaces, visit the libraries website at: <https://library.web.baylor.edu/>. Beth Farwell, Librarian and Director of Arts and Special Collections Research Center, serves the Library Liaison for Museum Studies. To schedule a meeting with Beth or to contact her with questions, visit: https://libguides.baylor.edu/prf.php?account_id=28544/.

MUSEUM ASSOCIATION OF WACO

The Museum Association of Waco is an organization of professionals from museums and cultural institutions in Waco. The Department of Museum Studies and its students, faculty, and staff are members of MAW. Experienced MAW members serve as mentors for MST students. In August, MAW hosts a mixer for Museum Studies students.

OFFICE OF ACCESS AND LEARNING ACCOMMODATION

The Office of Access and Learning Accommodation (OALA) creates an encouraging, supportive, and caring environment where students with disabilities feel they are accepted and valued as individuals. OALA is the office designated by Baylor to provide services and resources to facilitate equal access for disabled students, resulting in their full participation in Baylor’s different programs. Their services are open to all Baylor students, including graduate students. To learn more about OALA, visit their website: <https://oala.web.baylor.edu/>.

CIVIL RIGHTS POLICY AND SEXUAL AND INTERPERSONAL MISCONDUCT POLICY

Baylor University does not tolerate unlawful harassment or discrimination on the basis of sex, gender, race, color, disability, national origin, ancestry, age (over 40), citizenship, genetic information or the refusal to submit to a genetic test, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, Texas, or local law (collectively referred to as Protected Characteristics).

If you or someone you know would like help related to an experience involving:

Sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these types of prohibited conduct, please visit <https://www.baylor.edu/titleix/>, or contact us at (254) 710-8454, or TitleIX_Coordinator@baylor.edu.

Harassment (excluding those issues listed in #1) or adverse action based on Protected Characteristics, please visit www.baylor.edu/civilrights, or contact us at (254) 710-7100 or Civil_Rights@baylor.edu.

CRISES AND EMERGENCIES:

- **BUCC Crisis Line:** (254) 710-2467 (Business Hours/Non-Business Hours/Weekends)
- **Baylor Police Department:** (254) 710-2222

- **MHMR Crisis Center:** (254) 867-6550
- **MHMR 24-Hour Emergency/Crisis Number:** (254) 752-3451

When home during academic breaks, when the counseling center is closed, please call your local resources. Some national numbers for support during a crisis:

- **National Hope Network Hotline:** 1-800-SUICIDE (1-800-784-2433)
- **National Suicide Prevention Lifeline:** 1-800-273-TALK (1-800-273-8255)

**PHYSICAL HEALTH AND WELLNESS, PSYCHIATRIC EVALUATIONS, PHARMACY:
BAYLOR HEALTH SERVICES DEPARTMENT**

[Baylor Health Services](#) includes Primary Care, Psychiatry, Physical Therapy and Pharmacy and is staffed with fully certified and licensed physicians and nurse practitioners, as well as nurses and administrative staff. Appointments may be made by calling our main number or by logging into the health portal located on our website.

Contact Information: (254) 710-1010; Health_Services@baylor.edu.

BAYLOR UNIVERSITY COUNSELING CENTER

[The Counseling Center](#) seeks to foster wholeness for every student through caring relationships, cultural humility, and integrated mental health services. Located on the second floor of the Student Life Center. For an appointment, go to their [website](#) to schedule an Initial Assessment or call (254) 710-2467.

SUBSTANCE AND BEHAVIORAL ADDICTION: BEAUCHAMP ADDICTION & RECOVERY CENTER (BARC)

[The Beauchamp Addiction Recovery Center](#) aims to support students in recovery from substance and behavioral addictions through an all-encompassing level of support approach that includes one-on-one mentorship, support groups, and social events open to all Baylor students.

Located in the East Village Residential Community (bottom floor of Teal Residential College).

Contact Information: (254) 710-7092; BARC@baylor.edu

SPIRITUAL LIFE: BAYLOR UNIVERSITY OFFICE OF SPIRITUAL LIFE

[The Office of Spiritual Life](#) offers programs, persons, and resources to nurture theological depth, spiritual wholeness, and missional living.

Located on the corner of 5th and Speight Street in the BoBo Spiritual Life Center.

Contact Information: (254) 710-3517; Spiritual_Life@baylor.edu

APPENDIX

INTERNSHIP LETTER OF AGREEMENT

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
------------	----------

Course number	Credit Hours	Semester(s)
---------------	--------------	-------------

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 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.