MUSM: 4080 Museum Internship Course Syllabus & Requirements
University of Iowa, Museum Studies

COURSE DESCRIPTION
The internship experience provides students with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a professional work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks.

LEARNING GOALS
Each museum internship provides a unique learning experience, but the goal of the internship generally is to provide students the opportunity to:

- Gain practical experience within the museum environment.
- Acquire knowledge of the museum processes, policies and best practices.
- Apply knowledge and skills learned in the classroom in a work setting.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- Experience the activities and functions of museum professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

ONLINE CLASSROOM
The online course site is the classroom for this course. Course information and assignments can be found there, and your completed assignments submitted there. Forms that require signatures must be uploaded to Canvas in a timely manner.

MUSEUM INTERNSHIP ADVISORS
Heidi Lung, Lecturer & Director, Museum Studies, Department of Anthropology
heidi-lung@uiowa.edu, (314) 803-5634

COURSE CREDIT
Students must be properly registered, have their tuition paid, and complete the following number of work hours to receive course credit for their internship.

- 1 credit hour = 45 hours of work or 2-3 hours per week for 16 weeks
- 2 credit hours = 90 hours of work or 5-6 hours per week for 16 weeks
- 3 credit hours = 135 hours of work or 8-9 hours per week for 16 weeks

ASSIGNMENTS AND GRADING:
This course utilizes a pass/fail assessment. Your grade will be based on your self-evaluation, your supervisor’s evaluation of your work (including communication, organization, and interaction in group discussions/presentations), and your contributions to online discussions and your final project. You must complete all required clock hours to pass the course. Your discussions, project, evaluations, and
reflections are due the week before final exams and should be submitted to your Museum Studies advisor via Canvas. No grade will be given without them.

1. Learning Contract
The Museum Internship Learning Contract is a collaborative effort between you and your supervisor indicating the goals and objectives for your fieldwork or internship practicum. This contract should include anticipated activities, which have been agreed upon by your museum site supervisor. Under each goal, include sample strategies for achieving that goal, which include anticipated activities on which you and your supervisor have agreed. Goals should be related to the field, clear and concise, specific, achievable, and measurable.

Once you have completed the Learning contract, be sure to follow these steps:
• Upload one signed copy of the agreement to your Museum Studies advisor via Canvas.
• Email another copy to your internship supervisor.
• Keep another copy for your records.

2. Weekly Reflective Journal (not required but recommended)
An excellent way to process what you are learning during your internship is to write about your experiences on a regular basis. There are resources on the course site about professional journals. You can post your journal entries online or keep them organized in any other way. Include brief statements evaluating your activities in terms of effectiveness and your assessment about their appropriateness. Please specify which objective or activity your weekly activities relate to on your Learning Contract.

Journal entries don’t have to be long, they can simply consist of 1-2 paragraphs highlighting your week’s activities and reflections. You may want to comment on the progress of your learning goals and objectives, and share any particularly rewarding or challenging experiences you encountered that week. Prompts are provided to get you thinking. If you choose to you can respond to the prompts or select your own focus. The journals are a safe place to share possible frustrations you are having with your internship.

Note: The weekly journals will be kept confidential, will NOT be shared or graded. They simply are a tool for your reflective learning.

3. Supervisor Midterm and Final Evaluation
Your museum supervisor is responsible for completing a mid-semester evaluation (approximately 8th week of the term) and a final evaluation due the week before semester final exams. Remind your supervisor about this. Once you meet with your museum supervisor, upload a signed copy of the evaluation to Canvas for review by your Museum Studies advisor.

4. Google Site/Portfolio
You are responsible for developing a GoogleSite portfolio describing your internship experience. The development of the “digital portfolio” requires you to reflect on original goals and objectives listed in your learning contract, what you learned from your experience, and how your experiences
relate to your coursework in the field. You are also asked to evaluate the internship site and give advice for future interns. Full details for the assignment can be found listed on the Museum Internship Course page. You should upload a link of your portfolio to Canvas the week before semester finals.

**Timeline/Summary of Museum Internship Assignments**

Note: If you have any questions about the timeline or assignments listed below, please reach out to Dr. Heidi Lung.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Time frame/ Due Date</th>
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<tbody>
<tr>
<td>Check-in meeting with Internship Advisor</td>
<td>Prior to or during the first week of internship</td>
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<tr>
<td>Learning Contract with detailed goals/objectives, activities and assessments</td>
<td>Before or during first week of internship</td>
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<tr>
<td>Reflective Journal Entries (not required/recommended)</td>
<td>Throughout the Semester</td>
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<tr>
<td>Midterm Evaluation</td>
<td>Week 8 of internship</td>
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<tr>
<td>Final Evaluation</td>
<td>The week prior to final exams</td>
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<tr>
<td>Internship Experience Report/Google Site</td>
<td>The week prior to final exams</td>
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<tr>
<td>Museum Internship Portfolio</td>
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<tr>
<td>Exit interview with Internship Advisor</td>
<td>At the end of the internship/ the week prior to final exams</td>
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**MUSEUM INTERNSHIP EXPECTATIONS**

To receive credit for the internship, you are required to register for the course and pay the required tuition/fees, complete all assignments and turn them in by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to the course. Additionally, you are representing yourself and the Museum Studies Certificate program as an intern at the organization. Please keep in mind that you are expected to:

- Arrive at work as scheduled, ready to work, and stay for the agreed upon time
- Present yourself in a professional manner at all times, including being appropriately dressed for your workplace
- Communicate any concerns with your supervisor and the internship advisor in a timely manner and respectfully
- Demonstrate enthusiasm and interest in what you are doing; ask questions and take initiative as appropriate
• Complete and submit assigned tasks by designated timelines. Meet all deadlines
• Participate in assigned meetings at work and with the internship advisor
• Keep track of and accurately report internship hours worked

A NOTE ABOUT COMMUNICATION
Be sure to participate in the online Discussions and communicate with your Museum Advisor at least once a month. Sending a short email about how your internship is progressing is enough if things are working smoothly. If you have any issues with your internship site such as lack of guidance in project or not getting a response from your internship supervisor, inform your museum advisor as soon as possible.

ADDITIONAL INTERNSHIPS OVER AND ABOVE CERTIFICATE REQUIREMENTS:
If you have completed your internship requirement for MUSM:4080 but wish to do additional internships, visit the Pomerantz Career Center website for information on registering voluntary internships (no tuition, 0 credit, added to your transcript). This allows your additional internships to be officially recorded:
http://www.careers.uiowa.edu/students/register_internship.html