1. Assignment of at least one major project that results in tangible products for the student: ex. Exhibition script, collection manual, curriculum guide. (45%)

2. Assignment of activities that increase the student’s practical knowledge of the profession: ex. cataloging objects, assisting in the installation of an exhibition. (10%)

3. Assignment of activities within the department that increase the student’s understanding of the philosophies of the profession: ex. preparing for and sitting in on committee meeting dealing with such areas as accessions, exhibition development, educational programming, etc. (10%)

4. Assignment of complementary readings relating to specific areas of the internship, and discussion of readings with supervisor. (10%)

5. Assignment of at least 1 public presentation, such as leading a docent training session, giving a presentation to staff or leading a tour. (10%)

6. Regular evaluations and discussions of content and methodology of internship. (15%)

Specific instructions and dates must be given for each assignment.

Percentages of time estimates may be modified.

Intern’s Responsibilities during Internship

Record keeping: The intern will maintain a timely journal and develop a portfolio on the major project(s). These materials will be reviewed and evaluated by the academic supervisor, Lana Burgess. In addition, the intern is required to write a 3-5 page typed paper evaluating the internship.

Work schedule: The internship requires a minimum of 280 hours for 6 credits. This requires 20 hours of work per week for 14 weeks. The internship may be split over 2 semesters (3 credits each.)

Evaluation: Periodic evaluation dates will be outlined by your supervisor. A final evaluation will be made in writing by the museum supervisor at the end of the internship. The work will be evaluated on its precision, accuracy, thoroughness, and creativity. The intern will be evaluated on his/her ability to synthesize information, follow directions, use initiative and complete tasks in a professional manner and on time. A written evaluation by the museum supervisor will be sent to the academic supervisor. The academic supervisor will evaluate the portfolio, journal, and paper, taking the museum supervisor’s evaluation into account, and assign a grade to the intern.

Supervisor’s Responsibilities during Internship
**Project Assignments:** Please keep in mind the practical and theoretical applications each assignment will have for the intern. It is important to schedule regular evaluations throughout the internship with the person responsible for the final evaluation. Day to day activities may be supervised by another staff member. For example, an intern working for the curatorial department may be supervised on a daily basis by an Assistant Curator, while the Curator is responsible for the final evaluation. If this is the case, it is advisable to have all three individuals present during some of the evaluation meetings. Good communication between all individuals is a major asset to an internship.

**Evaluations:** An intern’s final grade will be determined by the academic supervisor on the following criteria:

- Portfolio of projects completed
- Weekly journal
- Short 3-5 page paper on internship
- Written evaluation by museum supervisor

The museum supervisor should include the following information in the written evaluation:

- Did the scope of the internship fit the amount of credit student received? (Ex. Workload was overwhelming, insufficient, etc.)
- How successful was the intern in completing duties or project?
- Were activities completed in a timely manner?
- Describe intern’s problem solving skills.
- Describe intern’s ability to synthesize information.
- Describe intern’s grasp of the mission of your museum and role department and activities plays in fulfilling mission.
- What grade do you recommend for the completed internship?

Please send evaluation to Lana Burgess at McKissick Museum, University of South Carolina, Columbia, South Carolina, 29208, or via email to lburgess@mailbox.sc.edu.