

Internship Requirements

Discuss internship with program director

_____ Museum Studies Internship Agreement (signed)

_____ Journal

_____ Portfolio

_____ Letter from supervisor confirming hours and duties

_____ Final Reflective Essay

Internship Requirements Description

1) Journal

This is a *Daily* journal in which you reflect on your experiences as an intern. Keep track of your trials, tribulations, questions and successes, etc. Reflect on the institutional culture of the place where you are working. This will be returned to you.

2) Portfolio

Compile a binder of documents, papers, files, and promotional materials that you use or come across during your internship. Your portfolio should contain material related to the projects you worked on and examples of documents that were good (so you can use them in the future) and examples of some that maybe weren't so good. These may include policies, handouts, notes, flyers, etc., that you found useful. The portfolio should be organized in a way that is most helpful to you, but it should also be easy for us to look at and get an in-depth idea of what you did. This will be returned to you.

3) Final Reflective Essay

This essay should be written once your internship is complete. In this 3-5 page essay, you should reflect on your experiences – what you learned, what was successful, what wasn't, did the internship meet your needs, what could you have done differently, and recommendation for future interns in this position. This is a personal reflective essay so it doesn't have to be formal, but it should still be well organized and well written. It is meant to be a tool for you to think about your experience and to let us know if it was a place that students should consider for an internship in the future. This may be kept in the file.

4) Official letter from supervisor confirming hours and duties.