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# Museum Studies (MA) Program Handbook

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# School of Human Evolution and Social Change Museum Studies, MA and Certificate Handbook Arizona State University

Last Revision: June 2018  
Prepared by: Richard Toon and Kostalena Michelaki

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# Museum Studies Graduate Program Handbook

## Introduction

This guidebook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. These graduate programs are directed toward the attainment of excellence in museum studies.

This guidebook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current guidebook if it puts them at a disadvantage.

In addition to the requirements set by SHESC, students must follow the [policies and procedures](#) established by the Graduate College.

## Program overview

The Museum Studies program in the School of Human Evolution and Social Change (SHESC) offers a Museum Studies Master of Arts and a Museum Studies Certificate. The MA typically takes two years to complete and the Certificate typically takes one year.

Museum Studies examines how museums produce and reflect culture and the role museums play worldwide. Students in this program are trained to develop theoretical questions and applied skills that engage the functions, practices, and critical analyses of museums. All graduates gain practical experience while being encouraged to challenge preconceived notions about museums and the way they affect (and are affected by) societies and cultures.

Designed to be use-inspired, socially embedded, and transcultural, the program ensures that graduates understand the meaning and significance of museums in contemporary society and are prepared for diverse museum careers. In keeping with our unique, interdisciplinary approach, students will study topics that cross the boundaries of museum studies, including cultural studies, anthropology, art history, theory, criticism and public history. Courses are taught by faculty within the school, as well as the Public History Program of the School of

Historical, Philosophical and Religious Studies; the School of Art in the Herberger Institute for Design and the Arts; the School of Community Resources and Development; and community professionals.

Additional educational resources include the school's Innovation Gallery, the Deer Valley Petroglyph Preserve, extensive archaeological and ethnographic collections in the School's Repository, and a close-knit community of museums across the region. Students are prepared for a variety of museum careers, including exhibit design, museum education, visitor services, collection management, and museum administration.

## Program General Admissions Information

### Contact Information:

School of Human Evolution and Social Change  
900 S. Cady Mall, Tempe, AZ 85281  
Mailing: P.O. Box 872402, Tempe, AZ 85287-2402  
Phone: 480-965-6215 | Fax: 480-965-7671  
General Information Email: [shescinfo@asu.edu](mailto:shescinfo@asu.edu)

For Graduate Studies and Graduate School Applications, please email [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) to request information or for questions on the admission process.

## Student Advising

### Advising Support:

For academic advising – please contact the following Academic Success Specialists:

Andy Drotos, Manager of Student and Academic Services  
[Andy.Drotos@asu.edu](mailto:Andy.Drotos@asu.edu), 480-727-6137

Stefanie Bobar, Academic Success Specialist  
[STEFANIE.BOBAR@asu.edu](mailto:STEFANIE.BOBAR@asu.edu), 480-965-6215

Kim Denning, Academic Success Specialist  
Kim.Denning@asu.edu, 480-965-6215

Wondra Lee, Academic Success Specialist  
Wondra.Lee@asu.edu, 480-965-6215

As a graduate student, you need to contact the program director in your first semester to help you develop an appropriate Plan of Study (see below). Our school's academic advisors can guide you through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations, and graduation. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the graduate committee.

During Orientation, which is mandatory and typically occurs the week of or before the fall semester starts, each incoming graduate student will receive general information about the graduate program from the Associate Director of Graduate Studies as well as the Museum Studies Program Director. Students should meet individually with the Program Director for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters. The Associate Director of Graduate Studies is available to assist in advising graduate students at any time, but particularly during this period.

## Museum Studies Admissions

The School of Human Evolution and Social Change's admissions are made in the fall semester for the MA. (Certificate students can also apply in the spring semester with the permission of the Program Director.) Generally, graduate admission applications should follow the following dates:



**December 1** – Submission of online application

**December 15** – Receipt of all application supplemental materials

Prospective students for the MA and Certificate must submit an application for graduate admission, the application fee and the following required materials:

- Official transcripts
- Personal statement outlining educational and professional goals
- Current curriculum vitae or resume
- GRE scores
- Three letters of recommendation
- Proof of English proficiency

Applicants may also submit an optional scholarly writing sample not to exceed 20-30 double-spaced pages. More information on submitting your materials is available from the Graduate College.

To be considered, prospective students must have earned a bachelor's or master's degree from a regionally accredited institution. Applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

Suitable backgrounds for admission include disciplines related to museum studies, anthropology, history, informal learning, or art (fine art or art history).

## Program Requirements

### Museum Studies MA

The program requires 30 credit hours, including an internship and research portfolio. Students engage with museum studies research and produce two scholarly papers. Students also receive hands-on training through 320 hours of internship or practicum experience.

Pre-admission coursework (up to 9 credit hours) may be counted toward the degree with the permission of the degree director in accordance with [ASU Graduate College policy](#).

Students enter this program with diverse backgrounds and varied career goals, and we remain flexible in helping students plan the most appropriate academic path. Curricular tracks will tend to be individualized, and final determination of the most appropriate course of study or how each requirement should be met will be made by your advisory committee in consideration of your research and career goals.

#### MA, 30 credits

- Core: ASB 579 Critical Issues in Museum Studies (3 credits).
- Other Requirements: ASB 500 Research Methods (3 credits) or ASB 572 Museum Collections Management (3 credits).
- ASB 594 Internship (6 credits) or ASB 594 Internship (3 credits) and (ASB 580 Practicum (3 credits). The 320-hour internship (equivalent to 6 credit hours) must take place in a museum or collection, supervised by an on-site member of staff. The internship must be approved by the director of the museum studies program and is normally expected to contribute to a project that has real significance to the institution (see below, p. 15). Up to 160 hours (equivalent to 1-3 credit hours) may be fulfilled in the form of an ASU-based practicum that contributes to a project and/or exhibit at an approved ASU museum or collection.
- Electives and Research (18): ASB 592 Research (6 credits), other electives and research. Electives include courses in many fields, most commonly anthropology, art history, and public history. You are encouraged to propose to the program's Committee, additional courses from any ASU unit as possible electives.

#### Note on courses and electives

Students entering the MA in museum studies do so with diverse backgrounds and with varied career goals, so we recognize the need to be flexible in planning the most appropriate path for



each student. Core courses build a unifying foundation, and electives provide an opportunity to individualize your course of study.

### Museum Studies Certificate

The certificate in museum studies requires a total of 18 credit hours and can be taken in conjunction with another graduate degree at Arizona State University or on its own as an advanced course of study by those who work in museums or intend to do so. Pre-admission coursework (up to 6 credit hours) may be counted toward the degree with the permission of the Director of Museum Studies and in accordance with ASU Graduate College policy.

Additionally, for students enrolled in another ASU graduate degree program, applicable certificate courses may count towards their degree program with the approval and consent of the degree-granting program.

### Certificate, 18 credits

- Core: ASB 579 Critical Issues in Museum Studies (3 credits).
- ASB 594 Internship (6 credits) or ASB 594 Internship (3 credits) and (ASB 580 Practicum (3 credits). The 320-hour internship (equivalent to 6 credit hours) must take place in a museum or collection, supervised by an on-site member of staff. The internship must be approved by the director of the museum studies program and is normally expected to contribute to a project that has real significance to the institution (see below, p.15). Up to 160 hours (equivalent to 1-3 credit hours) may be fulfilled in the form of an ASU-based practicum that contributes to a project and/or exhibit at an approved ASU museum or collection.
- Electives (9 credits). At least three courses relevant to your interests and educational needs. Electives include courses in many fields, most commonly anthropology, art history, and public history. You are encouraged to propose to the program's Committee, additional courses from any ASU unit as possible electives.

### Faculty list

Richard Toon, Director of Museums & Museum Studies: <https://iresearch.asu.edu/profile/296173>

Karen Lloyd D'Onofrio, Assistant Director, Deer Valley Petroglyph Preserve  
<https://iresearch.asu.edu/profile/3214209>

Konstantina-Eleni (Kostalena) Michelaki, Associate Professor and Associate Director of Graduate Studies, <https://shesc.asu.edu/people/konstantina-eleni-michelaki>

## Student Code of Conduct and Academic Integrity

### Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and SHESC. **It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog as well as adhere to the Student Code of Conduct.** Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU account. All ASU students are required to have an active ASU email.

### ASU Email

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University and the SHESC conduct their business via ASU email only.

### Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. SHESC graduate students are representatives of the School and the University; SHESC expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the School.

## Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. Additional information about sexual harassment can be found [online](#).

## Academic Integrity

ASU School of Human Evolution and Social Change students are expected to be ethical in their multiple roles as students, researchers and representatives of the University. When in doubt about appropriate conduct, students should review ASU Academic Integrity Policies and Resources and consult an instructor or advisor to seek clarification as needed. As outlined by ASU's policy, a student may be found to have engaged in academic dishonesty if they:

1. Engage in any form of academic deceit;
2. Refer to materials or sources or use devices (e.g., computers, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possess, review, buy, sell, obtain, or use, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Act as a substitute for another person in any Academic Evaluation or assignment;
5. Use a substitute in any Academic Evaluation or assignment;
6. Depend on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provide inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages,

photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;

8. Engage in Plagiarism;
9. Use materials from the Internet or any other source without full and appropriate attribution;
10. Permit his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claim credit for or submit work done by another;
12. Sign an attendance sheet for another student, allow another student to sign on the student's behalf, or otherwise participate in gaining credit for attendance for oneself or another without actually attending;
13. Falsify or misrepresent hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempt to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Students have the responsibility to understand and uphold the highest standards of academic integrity.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a blackboard module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

The School of Human Evolution and Social Change has a zero-tolerance policy for any form of academic dishonesty. Penalties for unethical behavior range from failing grades to dismissal from the program. The School follows the University's policies and procedures when responding to an academic integrity complaint and determining sanctions.

## School and University Procedures and Policies

### Registration and Enrollment

All students are required to have proof of measles immunizations on file with Health Services prior to registration. Graduate students register through My ASU according to their enrollment appointment. Details regarding registration and tuition are provided in the Registration and Tuition Payment Guide.

SHESC graduate students are limited to a maximum of twelve credit hours per semester. Students supported on work-study, other types of financial aid, or those on a VISA may be required to take a minimum course load of nine credit hours but no more than twelve hours per semester. Students should review the registration and enrollment guidelines in the Graduate College Policies and Procedures guidebook for more information. International students should review the requirements for maintaining status at the [International Students and Scholars Center](#).

### Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate, though [international students](#) may have different requirements. This includes periods when students are engaged in research, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Interactive Plan of Study, (see below) OR
- Be research (592, 692, 792), or continuing registration (595, 795), OR be a graduate-level course.

Grades of “W” (withdrawal) or “X” (audit) are not valid for continuous enrollment purposes or minimum registration requirements. “W” grades are received when students officially withdraw from a course after the course-drop deadline or they do not successfully complete an audited class. “X” grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of “I” (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the “I” grade becomes permanent. [The Student Services Manual](#) provides more information about incomplete grades.

If a program of study must be interrupted, the student may apply for leave status for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, Associate Director of Graduate Studies, and the Graduate College must endorse an application for leave status. This request must be filed and approved the semester before the anticipated absence. The form and the policies related to continuous enrollment are located on the [Graduate College website](#). The student should briefly state the reason for needing leave status and the duration (not to exceed two semesters per Graduate College guidelines). This petition should be turned in to the Graduate Student Support Specialist once all committee members have signed the form. A student on leave is not required to pay fees, but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

[Grades and Grievances](#)

The final passing grade for research (ASB 592/792) is a Y. Research grades will be assigned at the end of each semester. SHESC students should refer to the Academic and Research Performance Evaluations section (see below) for more information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to the College of Liberal Arts and Sciences Academic (Grade) [Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

### [Drop/Add and Withdrawal Deadlines](#)

Registration deadlines determine the last day a student is able to add, drop or withdraw from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way for a student to determine the registration deadlines for a class in which they are registered is to sign in to MyASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class for which the student has not yet registered, students should use the online Class Search to search for the class and click on the Dates column in the search results.

### [Medical/Compassionate Withdrawal](#)

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a [medical/compassionate withdrawal](#). All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.



## Voluntary Withdrawal

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a [voluntary complete withdrawal](#) form to Graduate Admission Services. Submission of this form will not withdraw students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the [Registrar's Office](#).

## Interactive Program of study

The Interactive Program of Study (iPOS) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student's Supervisory Committee and any additional milestones.

## Pre-admission/Transfer Credits

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). MA students are allowed to include a maximum of 9 semester hours of preadmission credit toward an Interactive Program of Study (iPOS) per approval by the program director. Such courses must be acceptable for inclusion in graduate degree programs at that institution. Preadmission courses must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with "B" grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the Graduate College guidelines for more details regarding pre-admission credits (refer to ASU pre-admission section under the graduate degree requirements section).

## The Program of Study

The student is expected to meet with the program director shortly after acceptance into the program to formulate and approve their POS. It is the student's responsibility to submit and

update an iPOS (found in “My Programs” section of My ASU) as necessary and to meet the iPOS requirements, which are:

- Complete the iPOS by the time you have earned 50% of the credits required for the degree.
- Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
- The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring.
- There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- For the MA students this includes completing the relevant culminating experience. i.e., a research portfolio and presentation, and turn in the MA Culminating Experience form to the graduate specialist once complete.

#### Resources for iPOS

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. As described above, it must be filed by the time 50% of the credits for the degree have been earned. If it is not filed by that point, your registration will be cut off until your iPOS is complete. For more information, see Graduate College’s iPOS page. For a walk-through of the iPOS process that includes screen shots, see the [iPOS Training Manual](#).

Access your iPOS. You can access it via myASU → My Programs and Degree Progress box → iPOS tab → Graduate Interactive Plan of Study

#### Terminal Master's Procedures

Students in Museum Studies MA are accepted into the terminal MA program. Upon completion of the Master’s, they have completed their graduate work at SHESC and do not automatically continue on into a PhD program. These students may apply to a PhD program in SHESC according to the normal process and deadlines; if accepted, they would enter in Phase II.

## Academic Performance Evaluations

A graduate student is considered to be performing satisfactorily when she/he maintains a “B” average (3.0 GPA) or better in coursework approved by the Program Director. The minimum must be maintained on all GPA’s: interactive Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS (with the exception of LAW and Transfer credits). Cumulative ASU GPA represents all courses completed at ASU during the graduate career. Students have a “career” for each admission (degree or non-degree). The cumulative GPA is the GPA within each “career”. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor’s/master’s program. Students can find all three GPAs in the ‘Programs’ tab under the ‘My Programs’ section of My ASU.

## Financial Aid Policy and Procedures

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Check out these [options](#) to get started and get an idea of some of the financial awards you could be eligible for.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and the College of Liberal Arts and Sciences to help pay for college costs. The School of Human Evolution and Social Change also offers a collection of awards and fellowships for graduate students.

The Financial Aid office is available 24 hours/day, 7 days/week. Call toll free at: 855-278-5080.

If you have additional questions regarding financial aid, check out these frequently asked questions. <https://students.asu.edu/financialaid/f>

## School of Human Evolution and Social Change Resources

Within the School of Human Evolution and Social Change, we have a variety of resources to help students succeed in their program. We know that a fulfilling academic career includes a sense of community and opportunities to help shape your school's future, as well as your own. That is why we sponsor an award-winning graduate student club and offer facilities and prospects promoting student collegiality and advancement.

***Association of All Graduate Students (AAGS).*** This student-led association provides a number of activities on the student's behalf and serve as a forum where they can voice their concerns as a graduate student, as well as acting as a direct link with the school's faculty, administration and other ASU graduate students with regard to student life.

*Graduates in Integrative Society + Environment Research (GISER).* GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often include panel discussions on interdisciplinary topics such as objectivity in science. Working groups of graduate student-led projects take the form of reading or discussion groups that engage across disciplines and various topics. Often these are product-oriented projects, typically receiving funding and academic credit for participation.

*Graduate Lounge.* Located in the School of Human Evolution and Social Change Building, Room 111, this room provides a space where you can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

*Graduate Town Halls.* Each semester SHESC holds Graduate Town Halls, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting your academic

career, research and teaching. Your AAGS approach representative is another individual who can address your concerns and help bring them directly to the appropriate individuals.

## Academic and Professional Resources

There are many services available to you as a graduate student in the School of Human Evolution and Social Change. Below is a list of resources that can help guide you through your academic journey.

### Subject Librarian:

The School of Human Evolution and Social Change Subject Librarian serves as the main library contact for the school, handling anthropology and archaeology, global health and museum studies. The Subject Librarian is available to help students with their research needs by assisting in locating specialized resources, using RefWorks to manage citations and create custom bibliographies, and providing consultations for theses and dissertations, as well as research/teaching assistant duties. The School of Human Evolution and Social Change has the following library guide for student in [Museum Studies](#).

### Collections:

Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology collections, primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than 250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See the Program Directors and the Curator of Collections at the School's Alameda Repository for more information and opportunities for practicums and hourly worker opportunities. For more information see: <https://shesc.asu.edu/research/collections>.

## Innovation Gallery

Housed on the ASU Tempe campus in the School of Human Evolution and Social Change building, the Innovation Gallery is a public space in which museum studies students conceptualize, prototype, design, and install exhibits, drawing from our collections and faculty and student research. Previously the ASU Museum of Anthropology, the gallery is now part of the museum studies program.

## Deer Valley Petroglyph Preserve

The Deer Valley Petroglyph Preserve is an archaeology museum and 47-acre Sonoran Desert preserve, and home to the largest concentration of Native American petroglyphs in the Phoenix area. It is some thirty miles from the Tempe Campus. Museum studies students are involved in designing exhibits and programming for the Preserve. There are also student hourly worker and practicum opportunities. For more information about the preserve see:

<https://shesc.asu.edu/dvpp>.

## Student Support Services

### International Students:

The School of Human Evolution and Social Change offers international students a prestigious academic home in the heart of a culturally rich and diverse university. With well over 100 countries represented in ASU's student body and a host of programs centered on not only learning about – but also finding solutions to – today's biggest global challenges, it's easy to see why the Institute of International Education named ASU the #1 public university chosen by international students. Study global health, learn to use your mathematical aptitude to tackle real-life issues, or dig into the past, present and future of the human condition through anthropology.

International students who have been admitted to ASU must go to the International Students Office (<http://students.asu.edu/international/issc>) located inside the 1<sup>st</sup> floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, carry a few photocopies of your passport's

photo page; various offices will need a copy of this. International students must be enrolled full-time throughout the academic year (9 credit hours). Your passport and I-20 or DS-2019 must be kept valid at all times. You will also need to ask the International Students Office about how to obtain a social security card. Their website is a great source for information (<https://global.asu.edu/>). International students must also attend the mandatory international student orientation on the Tuesday before classes start.

#### Disability Services:

The ASU Disability Resource Center (DRC) is a great resource for students with disabilities. The Disability Resource Center provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

If you are new to ASU, please take a moment to log into [DRC Connect](#) to get started with registering with the DRC office. If you are already registered, please sign in to [DRC Connect](#) to start requesting your accommodations. If you have any questions or experience any difficulties with this process, please contact our office for assistance. We seek to establish equal access for all students and look forward to working with you.

#### Veteran's Services:

Career and Professional Development Services is proud to offer assistance for veterans on resume writing, interviewing prep, job search strategies and employment services. In partnership with the [Pat Tillman Veterans Center](#), CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resume and Cover Letter Reviews
- Interviewing Techniques and Practice
- Career Assessments



- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews
- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

Many veteran friendly employers actively recruit in [Handshake](#), ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics including job and internship search strategies, resume writing, interviewing and career exploration. To meet with a Career Advisor, you can log into Handshake to schedule an in-person or virtual appointment.

## Business Services

### Student Accounts:

With your ASU admission letter, you will receive an ASURITE UserID, an activation code and instructions to go to <http://www.asu.edu/asurite> to activate your account. This site will allow you to activate your ASURITE UserID from an off-campus computer and create your own password. After asking you to review our policies and security information, the system will verify your identity by requesting your date of birth. You will then be required to select your password. Please use letters in upper and lower case, numbers and symbols in your password for security reasons.

The system will then ask you if you have an e-mail account. If you want to continue using your current email system, be sure to select "Yes, I have an e-mail account" and then enter the address of your personal e-mail mailbox. This important step will ensure that you get all correspondence that ASU sends you via e-mail.

If you want to use ASU email as your primary email, you have two options. First, ASU has partnered with Google to provide ASU email via a Gmail interface. More information can be found at <http://www.asu.edu/emailsSignup/>. Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone, and use email forwarding. Finally, technically, employees (TA's and RA's) should be able to use Microsoft Exchange (all the features of outlook). Graduate students have had variable success with this. More info on all of this can be found at <http://help.asu.edu>.

#### ID Card/Sun Card:

obtained at the beginning of the semester after you register for classes. The Sun Card office is in the Lower Level of The ASU student ID card, often referred to as the Sun Card – will be issued after you register for classes. This card is your student identification card, library card, copy card, and sometimes your building and elevator key. You will also be able to use it like a credit card for things like vending machines, charging items to your student account, and paying for phone calls, if you sign up for this service. Your Sun Card gets you into the Student Recreation Complex (i.e., the gym) and, when validated, gets you into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices. Take it with you to Harkins Movie Theaters to get a reduced student rate.

Your ASU Sun Card can be the Memorial Union (south end) inside Union Station, MU 59 (the first couple weeks of classes, Sun Card office offers their services on the 2<sup>nd</sup> floor of the MU). You will be asked to fill out a card with your name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card and they accept cash, check, Visa, MasterCard, or you can have the charge posted to your University Student Account. You must

show a valid photo ID such as a U.S. Driver's License, Passport, or high school ID, so they can verify who you are before your Sun Card is created. Afterward, they take your picture and produce your card right on the spot. The process takes about three to five minutes (without lines) and you will walk away with your new Sun Card. More information is available at <http://cfo.asu.edu/cardservices>.

### Bus and Light Rail Pass

ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail, for a fee of \$200 for fall and spring semesters and \$75 for the summer semester. With the U-Pass, you can travel between the Tempe at Downtown Phoenix campuses, hitch a ride to the airport or arrive at nearly any destination in the greater-Phoenix area. Many students park at light rail stations and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails about locations). You can find a bus schedule [here](#) or, for more information about transit services at ASU, visit <https://cfo.asu.edu/transit>.

### Parking and Biking:

As on many large campuses, parking is a hassle and is expensive. The best alternative is to live near campus and ride your bike. Tempe is, however, a very busy city so it is essential to keep highly alert for bad drivers, wear a helmet, and obey all bike laws – you can get an expensive ticket for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night, etc., see <http://www.azbikeped.org/index.html>). We strongly urge bike riding, bussing or walking if you live near campus.

If you drive, you can purchase parking decals for the year (August 16th through August 15<sup>th</sup> of next year) from the Parking and Transit Services Office (<http://www.asu.edu/parking/>) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open air parking 15-20 minute walk from main campus) to \$780 (for several covered parking structures). If you'll be using one of the lots daily, obtain the sticker as soon as possible after your arrival on campus to get as close to the Life Sciences buildings as possible

(Structure 2 or 3). You'll need to sign (or provide proof) that your car has a current emissions certificate, as well as provide your registration (out-of-state is fine) and picture ID. Check [http://uabf.asu.edu/parking\\_information](http://uabf.asu.edu/parking_information) for more details.

For quick loading and unloading trips, you can park for 20 minutes in one of the two loading zone spaces behind the SHESC building (turn South on Forest from University).

#### Other Transit Options:

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. ASU is a part of Zipcar, a car-sharing program that provides low-emission; fuel-efficient vehicles parked right on campus for use by members of the campus community, and will be available on all four ASU campuses. Bike racks are conveniently located around campus and accommodate thousands of bikes each day at ASU for those who choose biking as a transportation option. And, the City of Tempe's Orbit Shuttle system is a free neighborhood circulator that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. If you have any questions, you can call (480) 727-7053 or visit <https://cfo.asu.edu/shuttles>.

## Museum Studies Internships

### Planning an internship

There are several things to consider when choosing an internship:

- The area of museum work in which you want to concentrate (exhibits, administration, collections, education, marketing, membership etc.).
- A topic you are interested in (a particular collection or subject) or an area in which you want to gain experience.
- A specific person you are going to work with that you are confident will provide time, help, and guidance.
- A specific place (either a particular city, region, or museum) you want to experience.

There are four main questions to consider when thinking about a successful Internship:

- **Who will be your mentor?** This is crucial, your mentor should be responsive, knowledgeable, and willing to give you their time.
- **How does your internship benefit the institution?** Your work should make a meaningful contribution to the institution. That is, it should not be 'busywork'. The institution should utilize your skills and talents while providing a challenging environment where you can learn. That is, it is not work they could just give to anyone, nor should it be routine work the museum would do in any case. It should be a specific project that you have responsibility for under the guidance of your mentor.
- **How does this internship benefit you?** You should work on a project by yourself or with a group for which you have real responsibility. You should be able to list your achievement on your resume (sum it up in a few sentences, featuring "I accomplished...").
- **Does the project have definable goals and outcomes?** That is, can it be achieved in the time you have, are the likely outcomes definable?
- **Are there opportunities to learn more?** To gain the most from an internship you want to be sure that you can attend institutional or departmental meetings to learn more about how the museum operates. This way, you should be able to see how your work fits into and contributes to the larger mission of the institution. It is important to take advantage of every opportunity to learn more about the organization's "big picture."

### Internship process

The process of setting up internships varies from case to case. In some instances, the application is completed almost entirely by the student; in other cases, museum studies faculty, and others in SHESC, may have connections with particular institutions. Whatever the circumstances, make sure you discuss your potential internship with the museum studies program director first, so that the timing, length, and appropriateness of the work is discussed before you apply. It is a good idea to have an internship goal in mind (see above) before you make any contact with a museum representative.

Once you have made contact and agreed to take an internship, you should complete the Internship Agreement form (see below) and share with the program director. The agreement specifies the dates, the duties, and the relationships, and the supervision that will guide the internship. Once this is agreed, the director will give you permission to sign up for an internship of 3 or 6 credit hours. Some institutions have their own internship forms, this is allowed as long as the basic issues of time, duties, and supervision are addressed.

Internships are not limited to museums in the United States. Some applications are due in January or February, so apply early. You may be involved in different projects during your internship, but the basic components should still apply. The website for internships at the Smithsonian Institution is: <http://www.si.edu/ofg/intern.htm>. If you are considering applying to one of the Smithsonian Institutions, you should try and find a specific person you are interested in working with. Applications are usually due well in advance. They also provide minority internships. Many internship opportunities are sent to the director of the program, who will circulate them to all students in the program on a regular basis.

### Products of an internship

- **Internship Portfolio.** Your internship portfolio should contain everything of relevance that you pick up or comes your way that might fit in a binder. Examples include, policies, brochures, pictures, paperwork, etc. Things you write or make, (physical models of things that can become the basis for working in the future), including good ideas and bad ideas.
- **Journal.** Your journal should consist of daily entries that are informative, emotional, or reflective. You should take the last 20 minutes of your workday to write an entry (consider this part of your work).
- **Reflect essay** (at least 5 Pages). An essay on your experience, summarizing what you got out of the experience and what the institution got from you being there.
- **Letter from completion,** from your mentor/supervisor confirming that you completed the work requirements, that is, 320 or 160 hours.

## Museum Studies Internship Agreement

Students in the Museum Studies Program at Arizona State University are required to complete an internship of 320 hours (or 160 hours if they are also registering for a practicum). As an outcome of the internship, the student produces a portfolio of relevant materials, a journal of activities, and a summary/reflective paper. The site supervisor is asked to send a letter confirming that the internship has been completed satisfactorily. An ideal internship, from the ASU perspective, has four components:

1. The intern works closely with a member of the staff who serves as the student's site supervisor;
2. The intern is given the opportunity to contribute to activities and projects that have significance to the institution;
3. The intern is able, as part of their duties, to concentrate on a project for which he or she is principally responsible; and
4. The intern is able to gain an understanding of the larger institution (this is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination).

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### INTERNSHIP PLAN

(student)

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Internship Location

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Internship Dates

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Work Schedule (number of weeks, and will the student work full-time, part-time, weekends, weekdays, etc.)

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1. Site Supervisor:
2. Duties and activities in which student will participate (attach additional sheets as appropriate)
3. Project for which student will have principal responsibility:
4. Opportunities for learning about institution as a whole:

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Student

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Date Site Supervisor  
Date

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Date ASU Museum Studies