
Museum Studies (MA and Certificate) Program Handbook

2024-2025

School of Human Evolution and Social Change

Museum Studies MA and Certificate Handbook

Arizona State University

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Prepared by:

SHESC Committee of faculty, staff, and students

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INTRODUCTION

This handbook 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. Our graduate degree programs are directed toward the attainment of excellence in Anthropology, Global Health, and Environmental Social Science as demonstrated by accomplishments in research, social engagement, coursework, and examinations.

This handbook 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 handbook if there are any discrepancies.

The current version of this document can be found on the [SHESC webpage](#). All previous Handbooks can be found on SHESC's intranet, at: [Previous Handbooks](#)

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

ADMISSIONS REQUIREMENTS for MA in MUSEUM STUDIES

- Have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country.
 - Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale, 4.00="A") grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work, or a minimum cumulative GPA of 3.00 in an applicable master's degree program.
 - If students do not meet the minimum GPA requirements, their application may still be considered under the holistic admissions process based on a combination of their CV, work experience, and written statement.
- The application standards for international students are the same as for domestic students, with the exception of submitting proof of [English proficiency](#). After admission, international students are also required to obtain a U.S. visa, which includes submitting a graduate financial guarantee.
- All **international** transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. The English translation

must be the original document with the official stamp of the institution or the translation service.

- Students should review all transcript requirements on the Admissions website. You may not complete your own translation. **Photocopies and notarized transcripts are not acceptable.**

Application Information

SHESC's admissions are for the **Fall** semester. Graduate admission to SHESC consists of the following application dates for full consideration of funding and campus recruitment activities. Applications received after these dates will be considered at a lower priority for funding and visitation.

Deadlines

December 1 – Submission of online application

December 15 – Receipt of all application supplemental materials

All application materials are submitted online through the Graduate Admissions [electronic application](#). The application consists of two categories of materials: those required by Graduate Admissions and those required by SHESC. The application will provide instructions regarding the required materials, which include:

- Graduate admission application fee (Domestic \$70 and International \$115)
- Personal statement/letter of interest
- Official transcripts from all former institutions
- Current curriculum vitae or resume
- Three letters of recommendation
- Official TOEFL scores, if applicable

Detailed instructions and mailing addresses for international transcripts can be found here: [Transcripts for Admission to ASU](#)

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: shesc@asu.edu

Graduate Studies and Graduate School Applications

Please email shesc.grad@asu.edu to request information or for questions on the admission process. An advisor will get back to you within two business days.

Advising Support

For academic advising – please contact the following staff members:

- **Carita Harrell**, Associate Director of Academic Services, at Carita.Harrell@asu.edu or 480-727-6137
- James Randall, Manager, Graduate Academic Advising, at shesc.grad@asu.edu or 480-965-6215
- **Stefanie Bobar**, Academic Success Coordinator, Sr., at shesc.undergrad@asu.edu or 480-965-6215
- **Wondra Lee**, Academic Success Advisor, Sr., at shesc.undergrad@asu.edu or 480-965-6215
- **Elissa Shapiro**, Academic Success Advisor, at shesc.grad@asu.edu or 480-965-6215
- **Maureen Towne**, Academic Success Advisor, at shesc.undergrad@asu.edu or 480-965-6215

STUDENT ADVISING

Mandatory Orientation

Mandatory orientation typically occurs the week of or before the Fall Semester. Each incoming graduate student will receive general information about the graduate program from the Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with their research advisors for personalized guidance about the graduate program, advice in first year class selections and discussion of other related matters.

Research Advisor

The student must identify a faculty member (for MA degrees, any member of the Anthropology Graduate Faculty) of the School of Human Evolution and Social Change who agrees to serve as their research advisor and chair their MA Committee. Co-advisors and co-chairs are allowed.

MA Supervisory Committee

The faculty supervisory committee supports students in creating an academic plan that supports that student's career goals, such as planning classes and identifying an internship. As a committee gets to know the student, they can connect the student to opportunities, people, and networks to advance the student's career goals. When identifying faculty to ask to serve in this role, consider these factors along with the faculty member's expertise. Plan to connect with your faculty supervisor (chair of your committee) once per semester.

MA in Museum Studies students are required to have a two-person committee. The supervisor must be a member of the Anthropology Graduate Faculty, which can be [verified via the online listings](#) or with the SHESC Student Advising Team. These faculty may have job titles that include, but are not limited to, Assistant/Associate/Full Professor; Assistant/Associate/Full Research or Teaching Professor; Assistant/Associate/Full Clinical Professor of the School of Human Evolution and Social Change. Co-advisors and co-chairs are allowed.

This minimum two-person committee shall consist of:

- The research advisor as chair, or two research advisors as co-chairs.
- The second committee member may be one of the following:
 - A member of the [Graduate Faculty](#), who may be within or external to SHESC. The classification of Graduate Faculty is defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs.
 - An individual external to ASU who has appropriate experience in Museum Studies. This may be someone at the organization hosting the students' internship or aligned with the student's professional development goals.
 - Note: If there are two co-chairs, no additional committee members are required
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members, pending approval by the Supervisory Committee, the Director of Graduate Studies, and the Graduate College.
- **Students must have at least half of their committee consist of SHESC faculty.** Exceptions can be made but must be approved first by the Supervisory Committee and Director of Graduate Studies.
- Students who wish to add an individual external to ASU as a member of their committee should submit the following to the Graduate Student Advisor:
 - Completed [Committee Appointment Form](#) signed by the rest of their committee and Graduate Director.
 - A brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
 - The requested member's curriculum vitae.
 - If the individual is associated with ASU, provide their ID number, if outside ASU then the individual's birthdate will need to be provided.
- If a student needs to change their chair or committee members during their program, the student needs to complete the [committee change form](#).

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 MyASU according to

their enrollment appointment. Details regarding registration and tuition are provided in the [Registration and Tuition Payment Guide](#).

Course Load

Graduate students employed as Research Assistants (RA) or Teaching Assistants (TA) must register for a minimum of nine credit hours. Students supported on work-study, other types of financial aid; or those on a U.S. Visa may be required to take a minimum course load of more than nine credit hours.

Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures handbook for more information.

Continuous Enrollment

Once admitted to the graduate degree program, students must be registered for a minimum of one credit hour for each fall and spring term, including the term in which they graduate. This includes periods when students are engaged in their internship or in any other way utilizing university resources, facilities or faculty time.

Registration for every Fall and Spring semester is required. Summer registration is required for MA in Museum Studies students when they are completing culminating experiences or are graduating during the summer semester. Any other questions please check with your advisor.

To maintain continuous enrollment the credit hour(s) must be one of the following:

- Appear on the student's Interactive Plan of Study
- Registered in Research (592), Thesis (599), or Continuing registration (595)
- Any graduate-level course

Leave of Absence

If a program of study must be interrupted, the student may apply for a Leave of Absence for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, 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. Students must submit a Leave of Absence request via their [Interactive Plan of Student \(iPOS\)](#). The student should briefly state the reason for needing a leave of absence and the duration (not to exceed two semesters per Graduate College guidelines). This petition will be submitted to an advisor and a docusign form will be submitted to the Committee.

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.

Please see Grades and Grievances below for more information on grades and continued enrollment.

Grades and Grievances

SHESC students should refer to the Academic and Research Performance Evaluations section for information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to The College's [Academic \(Grade\) Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

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 when 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 the "I" grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

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. To determine the registration deadlines for a class in which a student is registered in 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 in which a student has not yet registered, use the online [Class Search](#) to search for the class and hover over the dates on the class 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.

Students are strongly encouraged to reach out to the [Student Advocacy and Assistance](#) if they are experiencing any kind of educational, personal or other campus impediment towards successful completion of their academic goals. Student Advocacy and Assistance links students with appropriate university and community resources, agencies, and individuals, collaborates with faculty and staff in the best interest of the students, and follows through to bring efficient closure to student concerns.

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.

PROGRAM REQUIREMENTS

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 additional milestones such as the culminating experience (applied project).

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). With the approval of the student's supervisor, the Program Lead, and the Graduate College, students may include a maximum of 9 relevant graduate-level credit hours with grades of "B" or better that were not used towards a previous degree toward their Interactive Program of Study (iPOS). 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](#) website for more details regarding pre-admission credits (refer to the Handbook section: *ASU Pre-Admission Credits* under the *Graduate Degree Requirements*).

Filing the Interactive Program of Study (iPOS)

The student is expected to meet with their Supervisory Committee to formulate and approve their iPOS. It is the student's responsibility to submit and update their iPOS (found in "My Programs" section of MyASU) yearly and to include the iPOS requirements as noted in this handbook depending on their degree. This will be submitted to an advisor and be approved for this initial submission. Please see the iPOS [How-to guides](#) to help with clarification on how to submit these. The iPOS is required to be submitted and approved by the end of the first semester in the program.

iPOS coursework requirements will be listed in upcoming sections. The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. It is the student's responsibility to submit and update their iPOS (found in "My Programs" section of MyASU) yearly and to include the iPOS requirements as noted in this handbook depending on their degree. This will be submitted to an advisor and be approved for this initial submission. Please see the iPOS How-to guides to help with clarification on how to submit these.

ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS

End of Semester GPA Review

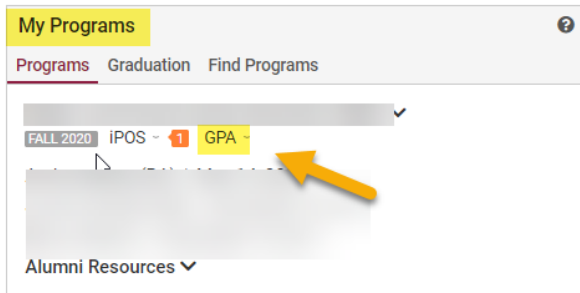
SHESC requires all students to maintain an Overall GPA of 3.2 each semester, the Graduate College requires all students (MA, MS, and PhD) to maintain a 3.0 GPA each semester to be in good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, the Graduate Student Advisor will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by SHESC and the Graduate College. Students will receive an academic probation letter if their:

- Overall GPA falls below 3.2 or if their iPOS GPA and Cumulative ASU GPA fall below the minimum requirements.
- iPOS GPA is calculated on all courses that appear on your approved iPOS.
- Cumulative ASU GPA represents all courses completed at ASU. and the
- Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Academic probation that extends beyond two semesters will result in a recommendation to The College for termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the "My Programs" section of MyASU.



Graduate students must carry a minimum of 3.00 in all GPAs

Cumulative GPA: [REDACTED]

Cumulative ASU GPA represents all courses completed in the graduate career at ASU.

Overall Graduate GPA: [REDACTED]

The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Updated as of June 10, 2020

Plan of Study (iPOS) GPA: [REDACTED]

The Plan of Study GPA is based on all courses that appear on the iPOS (with the exception of Law & transfer coursework)

Updated as of June 10, 2020

What Constitutes Satisfactory Performance (“S”):

- Maintain a 3.2 Overall GPA or better each semester. 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 their Overall GPA in the 'Programs' tab under the “My Programs” section of MyASU.)
- Receive a grade of C+ or higher in a SHESC course.
- Satisfy all program requirements in a timely manner (see below).
- Satisfy the [Graduate College criteria for satisfactory progress](#).
- Graduate students must **remain continuously enrolled** in their degree program. Failing to do so without a Graduate College approved request to Maintain Continuous Enrollment is considered to be a lack of academic progress. In such cases students may automatically be dismissed from the program by the Graduate College.

What Constitutes Concern about Performance (“C”):

A status of concern (C) is a serious warning by the student's entire approach that the student is displaying behaviors that may lead to Unsatisfactory status (U), if left unaddressed. For example, if a student falls behind in meeting their degree milestones, accumulates incomplete grades without addressing them, receives poor evaluations indicating a lack of professionalism in their culminating experience, courses with external partners, or TA or RAs, then their approach will recommend the student receive a status of C and their chair will outline in detail what the student must do to return to a satisfactory status.

What Constitutes Unsatisfactory Performance (“U”)

Any of the following constitute unsatisfactory performance:

- An Overall GPA of less than 3.2
- A grade lower than C+ in a SHESC course.
- Failure to pass a degree requirement but the concerns are judged by the student's mentoring committee to be remediable
- Violation of professional or ethical norm in research or practice but the concerns are judged by the student's advisory committee to be remediable

- Three semesters or more behind schedule

Conditions under which Dismissal is recommended without granting probation:

- Deception or falsification of statements in the admissions application process.
- Unauthorized periods of absence from the graduate program.
- Non-remediable failure of degree requirements
- Seriously compromising relations of the School with the public. This includes but is not limited to presentation of one's own inflammatory positions as also representing those of SHESC or any of its members; acting in culturally inappropriate ways while on SHESC/ASU related business [e.g., drunk and disorderly behavior in public during internships, harassment of members of the local community, etc.].
- Breaches of ethical judgment and professional responsibility (e.g., use of samples or information without consent or permit), including substantiated allegations of a Title IX violation.
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data).
- Serious misuse of SHESC or ASU facilities and/or funds.

CULMINATING EVENTS

All graduate students at ASU are subject to the [Graduate College policies](#).

MA in Museum Studies: Procedures & Paperwork

Process for completion:

- Complete the iPOS by the end of the first semester in the program.
- 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](#).
 - There is a \$75 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.
- Complete the relevant culminating experience.

Upon completion of the Master's in Museum Studies, such students have completed their graduate work at SHESC. If interested, 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 of the PhD program. Completion of the MA in Museum Studies does not guarantee admission to future SHESC programs.

Paperwork for Special Circumstances

Student Committee Approval: If a student's committee member is outside SHESC or ASU and the student is unable to add them to their iPOS, they fill out the [Student Committee Approval](#) form and turn it in to the Graduate Student Advisor along with the proposed committee member's most recent CV, date of birth, and reason for addition. Per SHESC policy, at least 50% of the student's committee must be regular SHESC faculty.

Request to maintain continuous enrollment (Leave of absence): Please see [Leave of Absence](#). By requesting to maintain continuous enrollment without course registration, a student affirms that they will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop a student's "time-to-degree clock." For a master's degree, students have 6 years total. Generally approved reasons for a leave of absence include illness of the student or a close family member.

Request for an extension: Students who need more time than the Graduate College allows to complete an MA in Museum Studies can request an extension. To do so they must submit a petition through their iPOS. The petition will have to be approved by the student's committee chair and the Graduate Academic Success Coordinator. The Coordinator will submit the petition to the Graduate College. The petition should include:

- The reason the student has been unable to complete the degree by the deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that the student understands only one extension of time to degree may be granted. If they do not complete the remaining work and graduate according to the timeline, no further extensions will be granted, and they will be terminated from the degree program.

Enrollment and Degree Verification for Outside Agencies and Third Parties: Arizona State University has contracted with the [National Student Clearinghouse](#) to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

Students who need assistance should [contact](#) the National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate, and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an [Enrollment Verification](#):

- Go to MyASU and navigate to My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If a student needs special information on their enrollment verification, or if they need a specialty verification form completed, such as the Canadian or Alaskan form, they should submit an [Enrollment Verification Request Form](#) (see instructions on form) OR to any [registration location](#) (photo ID required for in-person visits.)

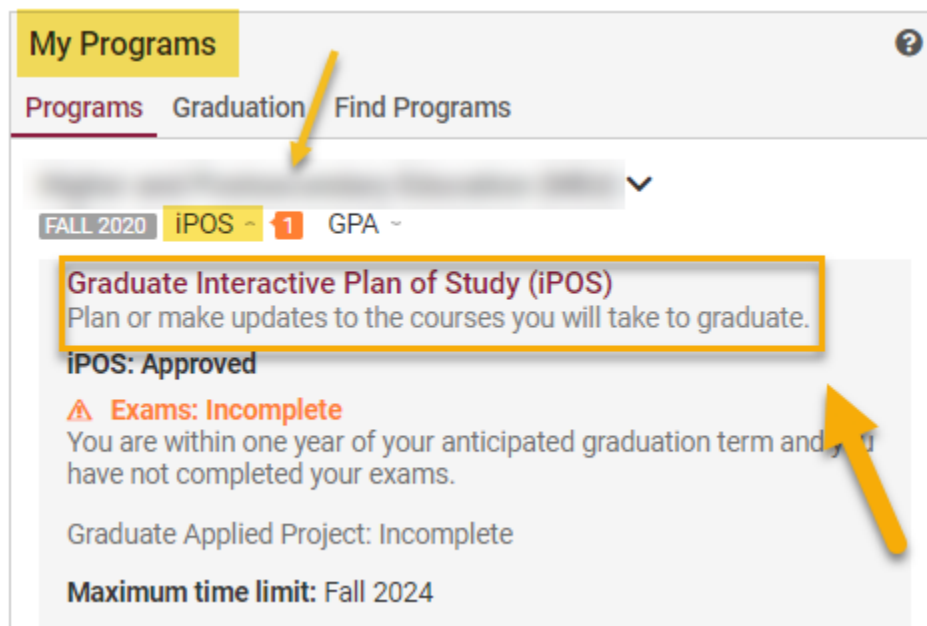
Enrollment Status

If a student has registered for fewer than 6 credit hours in a given semester, and has student loans they will need to contact the ASU Financial Aid Department with questions. You can contact them at 1-855-278-1080 or at the [following website](#).

Resources for the interactive Plan of Study (iPOS)

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. 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, the student's registration will be cut-off until their iPOS is complete. A student's iPOS must be complete, updated, and approved at the time of all milestones, including the MIP, comprehensive exams, yearly annual evaluations, dissertation proposal, and dissertation defense. For a walk-through of the iPOS process that includes screenshots, see the [iPOS Training Manual](#).

Access the iPOS: Students can access their iPOS via *myASU* → *Programs* → *iPOS*



- Select the appropriate degree.
- *Reminder: Pop-ups must be allowed on your internet browser when filing your iPOS!*

Select transfer courses.

- Students can choose to include up to 9 hours of transfer work from another Master's level program at ASU or another institution, with written permission from their Advisory Committee Chair and Program Lead.

Select a faculty supervisor.

- Students have the option to list their entire committee or just their advisor/chair. SHESC prefers that they list their committee in its entirety. If a student has co-chairs, the system will not allow them to submit unless they list their committee in its entirety.
- The Program Lead will typically serve as the student's chair in the program.
- If one of their committee members is from outside SHESC or ASU and comes up as "not found" during the search, students must fill out the [Committee Approval Request form](#) and turn it-in to the Graduate Student Academic Support Coordinator to have them approved by the Graduate College.
 - Signed Committee Appointment Form by the entire committee.
 - The rationale- brief 1-2 sentence justification for the skills the individual will bring to the committee written by the student.
 - The requested member's curriculum vitae.
 - If the individual is associated with ASU, provide their ID number, if outside
- External members cannot be the sole chair, but can be a co-chair

Submit the iPOS. Once submitted, it should say "pending in the academic unit."

Screenshot the summary pages.

- Students will want to take a screenshot of the Course Summary page.
- Students must have their chair sign off on the iPOS Course Summary page.
- If they have co-chairs, they only need the signature of one person, though they will want to let their other co-chair and the members of their committee look at their iPOS to confirm that they also approve. (Note: a docuSign process can be used if available.)

Plan: Public Administration and Policy, PhD
 Requirements: 84 credit hours, a written comprehensive exam, an oral comprehensive exam, a prospectus and a dissertation

iPOS

Previous Next

Course Summary

Anticipated Graduation Term: 2023 Spring ASU Hours after Admit: 57.00 Cumulative GPA: 3.67
 Approved Blanket Hours: 30 Blanket Hours: 30 Overall Graduate GPA: 3.667
 IPOS Total Hours: 87.00 IPOS GPA: 3.667

Term	Session	Course	Class Nbr	Description	Hours	Grade	Institution	Transfer Verified	Concurrent	Status
2018 Fall	C	PAF 601	91450	Advanced Public Policy Seminar	3.00	A	ASU			✓
2018 Fall	C	PAF 602	71717	Adv Rsrch Design for Public Pol	3.00	A-	ASU			✓
2018 Fall	C	PAF 605	87363	Org Theory and Behav Seminar	3.00		ASU			⚠
2019 Spring	C	PAF 620	17571	PA Prof Development Workshop	3.00		ASU			
2019 Spring	C	PAF 604	14986	Intellect Foundns Public Admn	3.00		ASU			
2020 Fall		PAF 603		Adv Econ Public Admn & Policy	3.00		ASU			
2021 Spring		PAF 610		Adv Qualitative Methods	3.00		ASU			
2021 Fall		PAF 609		Adv Quant. Methods Sem.	3.00		ASU			
2018 Fall	C	PAF 574	72147	Diversity, Ethics, Public Change	3.00	B	ASU			✓

Submit papers to the Graduate Student Advisor.

- Once a student has obtained their chair’s signature, they must submit the signed Course Summary page to the Graduate Student Advisor, who will obtain the head of the academic unit’s signature and electronically approve the iPOS.

Update the iPOS as necessary.

- Projections do not always match reality. If a student does not register for courses they project during the semester or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.
- Students are strongly advised to regularly check their iPOS to ensure their committee and all coursework are correct.
- If there are errors or outdated information, students can edit the iPOS and resubmit so that it is "pending in the academic unit."

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Academic Integrity

At Arizona State University academic honesty is expected of all students in all examinations, papers, academic transactions and records. The possible sanctions include, but are not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal. ASU strictly adheres to the academic integrity policy. This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. You can view the Student Policy at <https://provost.asu.edu/academic-integrity/policy>.

Academic dishonesty will not be tolerated, and if uncovered, appropriate actions will be taken. Students are expected to familiarize themselves with what constitutes violations to the [academic integrity policy](#). Briefly, violations include but are not limited to: cheating on exams and assignments, plagiarizing, fabricating data or information, submitting the same work in different classes, etc. Students are encouraged to pay special attention to the definition of plagiarism to avoid unintentional mistakes and to discuss the topic further with their advisors and instructors if they are unclear on whether a particular action constitutes plagiarism.

Students are also strongly encouraged to reach out to The College's [Academic Integrity Officer](#) and to familiarize themselves with all potential resources the university provides to educate themselves about academic integrity.

Allegations of academic dishonesty will be reported to Amanda Smith, The College's [Academic Integrity Officer](#).

Understanding Academic Integrity

[Academic Integrity](#)

Policy surrounding Academic Integrity

[Student Policy](#)

Protecting the ASU Community

[Why is Academic Integrity Important?](#)

Resources for students to help avoid academic integrity violations

[Student Resources](#)

Resources for faculty, staff and teaching assistants to help avoid academic integrity violations

[Faculty resources](#)

Student Code of Conduct

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits. The following link can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

[Student Code of Conduct | Arizona State University \(asu.edu\)](#)

Title IX

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

FINANCIAL ASSISTANCE POLICIES AND PROCEDURES

Financial Aid Policy and Procedures

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

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and The College 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](#) as well as the [Graduate College](#).

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

For additional questions regarding financial aid, student should check out the answers to these frequently asked questions: [Financial Aid FAQs | ASU Students | ASU](#)

Assistantships and Apprenticeships

The Teaching and Research Assistant role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information. In some cases, MA Museum Studies students may serve in these roles.

MA in Museum Studies students are not reviewed upon admission for an assistantship or apprenticeship. Students are able to apply for these positions should a spot come available.

There are two kinds of assistantships at ASU; Teaching Assistantships (TAs) and research assistantships (RAs).

Teaching Assistantships (TAships). The Teaching Assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching Assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

Research Assistantships (RAships). The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

Reappointments

TA/RA appointments are, by definition, term appointments. TAs/RAs should not assume reappointment merely because they did not receive a termination notification at the end of a term. Reappointments are subject to and contingent upon the continuing availability of funds, satisfactory academic progress and performance as determined by SHESC and/or the appointing unit. In considering reappointments, the appointing unit or project director must consider the TA's/RA's contribution to the objectives of the unit or project along with the assistant's/associate's academic progress.

Absence and Leave Policies for TAs/RAs

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or email (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Evaluation for TAs/RAs

Students in TA or RA roles will be evaluated by their advising faculty member each term (A and B or C sessions) and may request copies of their evaluations. Students failing to meet benchmarks or satisfactory performance in their employment roles are at risk of losing funding, including loss of multi-year funding packages. Students failing to meet benchmarks or satisfactory performance in their employment roles will be provided a remediation plan developed by the Director of Graduate Studies and Graduate faculty (including Approach faculty or students' committee members). To regain eligibility for TA or RA funding, students must successfully complete the remediation plan. Completion of the remediation plan may not lead to reinstatement of a multi-year funding offer. Special circumstances may make it difficult for certain students to reach these benchmarks and exceptions may be made on a case-by-case basis.

Termination before End of Appointment Period

The head of the appointing unit may make TA/RA assignments and re-assignments whenever warranted. TA/RAs are responsible and required to fulfill their assignment throughout the semester as outlined in an appointment letter until they receive a revised letter by the appointing unit. There are both voluntary and involuntary reasons that a unit may terminate a position before the end of the appointment period.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term or end of the appointment period, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for rescinding or modifying an offer.

In those cases, where the job performance of a TA/RA is not meeting expectations, the supervising faculty member should advise the student, both orally and in writing. The supervising faculty should attempt to help the TA/RA improve their performance before terminating the appointment. Additionally, a supervising faculty member, Director of Graduate Studies, or head of the academic unit should document the reasons for the actions to terminate prior to the end of the appointment term. The Dean of The College of Liberal Arts and Sciences and the Dean of Graduate College should receive a copy of the letter outlining cause for termination prior to the end of the original appointment. Within 10 days of the receipt of the notice of termination, the TA/RA may appeal the decision at the unit and college level. The Dean of Graduate College should receive a copy of the appeal. Dismissal procedures found [in the document attached](#).

DEPARTMENT AND UNIVERSITY RESOURCES

School of Human Evolution and Social Change Resources

ASU and the School of Human Evolution and Social Change have a variety of resources to help students succeed in their program. A fulfilling academic career includes a sense of community and opportunities to help shape the School's future, as well as that of individual students. That is why SHESC sponsors an award-winning graduate student club and offers 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 serves both as a forum where all students can voice their concerns, as well as a direct link with the School's faculty and administration and with other ASU graduate student associations.

Graduate and Professional Student Association (GPSA) is the graduate student government for Arizona State University. They provide services and resources that facilitate and empower student success in all aspects of academic life, and advocate for students not only on university level but also in all levels of government.

Graduate Lounge/Workroom: Located in the School of Human Evolution and Social Change Building in Room 112 (workroom) and Room 140 (lounge), this room provides a space where graduate students 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.

All Graduate Student and Leadership Meetings: At least once a year SHESC holds All Graduate Student and Leadership Meetings, which serve a dual purpose. They provide an opportunity 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 their academic career, research and teaching.

New Student Orientation Series: Throughout the fall semester, the Director of Graduate Studies and the Graduate Academic Success Coordinator host a workshop series providing new SHESC graduate students information about navigating SHESC and ASU, successfully obtaining funding, submitting their iPOS, developing strong mentoring relationships, and finding the holistic support needed to sustain them through the graduate training journey.

Academic and Professional Resources

There are many academic services available to graduate students in the School of Human Evolution and Social Change. Below is a list of resources that can help guide students through their academic journey either by providing guidance or by providing opportunities.

Program Lead

Students are expected to schedule meetings with the Program Lead once per semester to check in on progress towards program and career objectives.

- First semester: Discuss interests, desired skills, and career goals; map out coursework to achieve goals over the course of the program (e.g., plan for the interactive plan of study, or iPOS)
- Next semester(s): Start planning for applied project, discuss coursework
- Penultimate semester: Solidify applied project plan, discuss coursework
- Final semester: Prepare for post-graduate work

Advising

Faculty supervisor/chair: MA in Museum Studies students must identify a faculty supervisor in their first semester; students are welcome to consult with the Program Lead about this process and find a good fit. The faculty supervisor will help students develop an appropriate interactive Plan of Study (see below). The advisor must be a member of the graduate faculty in the student's degree program.

Staff advisor: SHESC's Graduate Student Advisor can guide students through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation.

External advising/mentoring resources: Students are encouraged to cultivate relationships with additional mentors and advisors beyond those above that enhance their training experience and sustain their well-being.

Interactive Plan of Study (iPOS): Students are required to file an interactive Plan of Study before the end of the first semester in the program. The iPOS will include specific degree requirements, such as courses and a culminating experience. SHESC's Graduate Student Advisor should be the initial contact for all students regarding these requirements. Once the iPOS has been approved at all levels, students can log into MyASU to complete or alter information about their committee or courses, file a petition, and track degree milestones (such as graduation deadlines). Links to information appropriate to your stage in the program will also be available via MyASU.

Graduate and Undergraduate Committee (GUC): Faculty members who serve as the head of each approach and degree program serve on the school's graduate and undergraduate committee, along with the Directors of Graduate and Undergraduate Studies. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the Graduate and Undergraduate Committee.

Collections

Our school and its Center for Archaeology and Society Repository cares for and ensures the most respectful treatment of extensive archaeological and ethnographic collections, primarily from Arizona but also representing Mesoamerica, Africa, and Asia.

The Center for Archaeology and Society Repository cares for both physical artifacts, physical archives, as well as digital records. Of the more than 250,000 individual and bulk physical artifacts available for research, teaching, and exhibitions. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, and seeds. The Institute for Human Origins cares for comparative collections covering non-human primates, fossil hominids, fauna, and lithics. Individual faculty members also care for artifacts, human remains, dental casts, and/or related digital materials relevant to their teaching and research.

Field Schools

Several faculty members across Anthropology conduct field schools around the world providing hands-on experience and unique learning opportunities. Specific program dates and registration deadlines are posted on SHESC's [Field Schools section at the bottom of SHESC's Study Abroad page](#).

Graduate Computing Lab

SHESC graduate students will have 24/7 access via key code to Room 112 of the School of Human Evolution and Social Change Building, a state-of-the-art computing lab equipped specifically for our graduate student needs. Students can bring their own laptop or use the School's computers, peripherals and wireless access. Additional software is also available from MyASU's "my apps." Use the My Help/Help Desk area on MyASU to submit a request for technical assistance.

Subject Librarian

The Social Sciences Librarian, [Mimmo Bonanni](#), serves as the main library contact for SHESC, handling Anthropology, Global Health, Museum Studies, and Equity, Justice, and Sustainability. He is available to help students with their research needs by assisting in locating specialized resources, using citation software to manage citations and create custom bibliographies, and by providing consultations for theses and dissertations, as well as research/teaching assistant duties. We strongly encourage students to reach out to Mimmo and get acquainted with all the resources he has prepared tailored to specific fields.

Student Support Services

International Students

International students who have been admitted to ASU must go to the International Scholars and Students Office ([ISSC](#)) located inside the 1st 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, international students must carry a few photocopies of their passport's photo page, since various offices will need a copy of it. International students must be enrolled full-time throughout their academic year (9 credit hours). Their passport and I-20 or DS-2019 must be kept valid at all times. Upon returning to the U.S. for continued study or employment international students must obtain a [travel signature](#). International students will also need to ask the ISSC about how to obtain a social security card. Their website is a great source for information

(Global@ASU). International students must also attend the **mandatory [international student orientation](#)**.

Student Accessibility and Inclusive Learning Services

The [Student Accessibility and Inclusive Learning Services](#) (SAILS) provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

All new students who need to register with the DRC must log into [SAILS Connect](#) to get started. If a student is already registered, they must sign-in to [SAILS Connect](#) to start requesting their accommodations. If they have any questions or experience any difficulties with this process, they should contact the Graduate Student Advisor for assistance. SHESC seeks to establish equal access for all students and looks forward to working with them.

Career and Professional Development Services for Veterans

[Career and Professional Development Services](#) is proud to offer assistance for veterans on resumé writing, interviewing preparation, 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
- Resumé 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

Handshake is 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, resumé writing, interviewing and career exploration. To meet with a Career Advisor, students can log into Handshake to schedule an in-person or virtual appointment.

Global Education Office

Explore a variety of programs coordinated through ASU that take place globally. <https://goglobal.asu.edu/>

Student Wellness

[10 Best Practices in Graduate Student Wellbeing](#) is a short guide for ways to help graduate students better care for themselves under the increasing demands of graduate school.

[Graduate Wellness Resources](#) is a guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students.

For more information please visit [Wellness@ASU | Live Well @ ASU](#)

Business Services

Student Accounts

Upon admission, students receive an ASURITE UserID, an activation code and instructions to [activate their account](#). This site allows students to activate their ASURITE User ID from an off-campus computer and create their own password. After asking the student to review the policy and security information, the system verifies the student's identity by requesting their date of birth. Students must then select their password. It is highly recommended to use letters in upper and lower case, numbers and symbols in the password, for security reasons.

The system will then ask if the student has an email account. If a student wants to continue using their existing email system, they should select "Yes, I have an email account" and then enter the address of their personal email. This will ensure that they get all correspondence ASU sends them. All official university business and announcements take place on official university email addresses. It is the student's responsibility to arrange so that messages sent to their official ASU email account reach them.

If a student wants to use the ASU email as their primary email, they have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at [Sign-In](#). 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. More info at [ASU Help](#).

ID Card/Sun Card

The ASU student ID card, often referred to as the Sun Card or Pitchfork ID Card, will be issued after a student registers for classes. This card is a student's student identification card, library card, copy card, and sometimes their building and elevator key. Students can also use it as a credit card for things like vending machines, charging items to their student account, and paying for phone calls, if they sign-up for this service. The Sun Card gets students into the Sun Devil Fitness Complex (i.e., the gym) and when validated, gets them 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.

The ASU Sun Card can be obtained at the beginning of the semester after a student registers for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end), MU 58 (during the first couple weeks of classes, the Sun Card office offers their services on the 2nd floor of the MU). Students will be asked to fill out a card with their name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card with cash, check, Visa, or MasterCard, or they can have the charge posted to their University Student Account. Valid proof of identity is required so the student's identity can be verified before their Sun Card is created. Afterward, their picture is taken, and the card is produced on the spot. The process takes about three to five minutes. You may also upload a photo at the [website](#) and have a card mailed to you.

Bus and Light Rail Passes

ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail. With the [U-Pass](#), students can travel between the Tempe and 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). Bus schedules can be found at [Valley Metro Bus Accessibility](#).

Parking and Biking

As on many large campuses, parking is an expensive hassle. The best alternative is for a student to live near campus and ride their bike. Tempe is, however, a very busy city so it is essential to be highly alert for bad drivers, wear a helmet, and obey all bike laws –expensive tickets are given for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night.) Safe bike riding, bussing or walking, if a student lives near campus, are strongly recommended.

If a student must drive, they can purchase parking decals for the year (August 16th through August 15th of next year) from the [Parking and Transit Services Office](#) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open air parking about a 15-20 minute walk from main campus) to \$780 (for several covered parking structures). For daily use, it is best to obtain the sticker as soon as possible after a student arrives on campus to get as close to the SHESC buildings as possible (Structure 2 or 3). Proof of current emissions certificate, registration (out-of-state is fine) and ID are required.

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

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. Bike racks are located around campus and accommodate thousands of bikes each day 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](#).

Requirements for Certificate in Museum Studies

18 credit hours

Required Core (3 credit hours)

ASB 579 Critical Issues in Museum Studies (3)

Electives (9 credit hours)

Other Requirements (6 credit hours)

ASB 580 Practicum (3) and ASB 584 Internship (3) OR
ASB 584 Internship (6)

Additional Curriculum Information

Certificate students may choose to specialize in areas such as anthropology, art history and public history.

For a complete list of approved elective and research courses, students should contact the school.

Internships (ASB 584) and Practicum (ASB 580) must be approved by their supervisory committees, usually in a museum setting or museum-quality collection or archive related to their chosen area of study: anthropology, art history, theory and criticism or public history.

For students currently enrolled in an ASU graduate degree program, applicable certificate courses may count toward their degree program, with the approval and consent of the degree granting program. For certificate students who are later admitted to an ASU graduate degree program, up to 12 credit hours from the certificate program may count toward their doctoral degree or up to 12 credit hours may count toward their master's degree, with the approval and consent of the degree-granting program.

All requirements for the certificate program should be completed within a three-year time limit with a cumulative GPA of at least 3.00 (scale is 4.00 = "A"). Students who require more time to finish the program (because of their part-time status or lack of desirable or available courses) must obtain approval from the executive committee.

Degree Requirements for MA in Museum Studies

30 credit hours including the required applied project course (ASB 593)

Required Core (3 credit hours)

ASB 573 Museum Administration (3)

Other Requirements (9 or 10 credit hours)

ASB 584 Internship (6)

ASB 579 Critical Issues Museum Studies (3) or ASB 591 Topic: Cultural Resource Compliance and Consultation (3) or ASM 555 Advanced Human Osteology (4)

Electives and Research (14 or 15 credit hours)

Culminating Experience (3 credit hours)

ASB 593 Applied Project (3)

Additional Curriculum Information

For a complete list of approved elective and research courses, students should contact the school.

Internship (ASB 584) and Practicum (ASB 580) must be approved by the faculty advisor.

Credits for other requirements (nine or 10 credits) and electives (14 or 15 credits) vary and depend on whether ASB 555 (four credits) is completed as an option under other requirements.

On completion of the internship, students must submit a journal or portfolio about the internship and skills acquired.

MA in Museum Studies Internships

Students enrolled in the MA in Museum Studies program in the School of Human Evolution and Social Change (SHESC) complete two internships. Each internship will require 135 hours of task work. The student is expected to generate a journal and a paper reflecting on their experiences.

Planning an internship

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

- What are you interested in? You want to select an area of museum work that provides you with experience that will further your career goals, such as collections management, public education, exhibits, and NAGPRA.
- 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 supervisors will:

1. Submit a mid-term evaluation of intern's performance half-way through the internship period by responding to a survey link (and preferably reviewing constructive feedback with the intern)
2. Submit a final evaluation of intern's performance at the end of the internship period by responding to a survey link (and preferably reviewing constructive feedback with the intern)

The student intern and internship supervisor will collaboratively complete the student's Scope of Work for the internship.

Once the internship is finalized with the site, students will complete the Internship Contract to obtain official approval to enroll in the course.

Products of an internship

- **Journal.** Your journal should consist of daily entries that are informative, emotional, or reflective. You should take the last 10 minutes of your workday to write an entry (consider this part of your work).
- **Reflect essay** (10 Pages). An essay on your experience, what you got out of the experience, what the institution got from you being there, lessons learned, and suggestions for the institution.
- **Letter from completion**, from your mentor/supervisor confirming that you completed the work requirements, that is, 135 hours.

Museum Studies Internship Agreement

Students in the Museum Studies Program at Arizona State University are required to complete two internships of 135 hours. As an outcome of the internship, the student produces 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 they are 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).

INTERNSHIP PLAN

(student)

Internship Location

Internship Dates

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

Site Supervisor:

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

Student

Date

Site Supervisor

MA in Museum Studies Applied Projects

Students enrolled in the MA in Museum Studies program in the School of Human Evolution and Social Change (SHESC) complete an Applied Project. The applied project is an experiential learning course where students advance their understanding of current museum issues. Additionally, students demonstrate their skills, including critical reasoning and project management. Thus, the applied project will take place at the end of the program when the student has completed at least 21 credit hours toward the 30 credits in the MA in Museum Studies degree.

The process of setting up applied projects varies from case to case. Students are responsible for narrowing their interests and identifying potential types of projects that would be appropriate to their content and skills interests and further their career goals. Make sure that you first discuss your potential applied project with the program lead/applied project supervisor first, so that the timing, length, and appropriateness of the work is discussed before you reach an agreement with the project supervisor. It is a good idea to have a project goal in mind before you make any contact with a potential applied project supervisor.

At the conclusion of the semester, a grade will be assigned based on the applied project final product. Projects will be agreed upon by the student and project supervisor, but can include a wide array of products (e.g., a collections management plan, a NAGPRA project report).