Harvard Extension School
HARVARD DIVISION OF CONTINUING EDUCATION

Office of ALM Advising and Program Administration
51 Brattle Street, Cambridge, Massachusetts 02138
academic_advising@extension.harvard.edu | www.extension.harvard.edu

Museum Studies Internship Procedure

Mission

The Museum Studies Program considers improving professional practice as one of its fundamental goals. For that reason, we grant four credits of academic credit for a museum internship to eligible degree candidates who complete a 200 hour internship related to the museum studies field.

Eligibility

To be eligible to apply for internship credit, you must be an admitted ALM degree candidate in the Museum Studies Program, in good academic and financial standing, and have completed a minimum of 24 graduate credits toward the degree with a cumulative GPA of 3.5 or higher.

Important Dates

Prior to registering for an internship, you must set up an Initial Interview (see information below) to discuss your interest and plans for your internship, and submit an approved Museum Studies Internship Application, by the following deadlines:

Initial Interview (required): May 1 (fall term); September 1 (spring term); February 1 (summer term)

Application Deadline: June 1 (fall term); October 1 (spring term); March 1 (summer term)

Registration Deadline: The timeline for registration for the internship follows the same calendar as all our other courses, but you need to have your project approved by:

- July 1 to register in fall
- November 1 to register in spring
- April 1 to register in summer

Initial Interview

The first step in arranging an internship is to set up an interview with Katherine Burton Jones, Internship Coordinator. She can be reached via email at kathy_jones@harvard.edu or by telephone at: (617) 496-4966.

You should provide a résumé before the interview and be prepared to describe your background and ambitions for museum work.

Consider internship possibilities that could provide a basis for eventuating into a suitable capstone project; prior to setting up the internship, read more about the capstone here: https://capstone.extension.harvard.edu/museum-studies.

After this meeting, you may contact and interview museums about potential internships. Please note: prior internships or current employment situations are not appropriate for fulfillment of the Museum Studies internship requirement.

Approval and Registration

Once a suitable opportunity is found, fill out the Museum Studies Program Internship Application Form (below) and schedule a phone or in-person appointment with your Internship Coordinator, Ms. Katherine Burton Jones to obtain approval for your prospective internship.

The object of this approval process is to determine the academic merit of the internship. We need to ensure that it will be a value-added experience, the responsibilities are at a high level (not routine maintenance or administrative tasks) and the work specifically relates to the field of museum studies. Internships are NOT approved in an organization where you are already employed.

Once Ms. Jones has signed off, she will submit the form to the Office of ALM Advising and Program Administration for processing. Once your application has been approved, Ms. Jones will email you a confirmation so that you may register for the internship. Please be in constant communication with her about your start date, any issues, weekly summaries, and your final summary submission.

You will need to register for the internship course, MUSE E-399, during the regular fall, spring, and summer course registration periods. No late registrations will be accepted, and you are expected to pay the equivalent of graduate tuition to register for the course.

Student Responsibilities

Weekly internship updates must be submitted via email to: museum_summaries@extension.harvard.edu. The weekly updates should be emailed by 5 pm Sunday for the activities of the previous week (updates will be reviewed each Monday). Updates should include information about how many hours were spent on the internship that week, what type of work was done, notes of interest, general thoughts about the work, etc. Updates should be written in a clear and concise manner, but there is no requirement about how they are formatted.

When the internship is concluded, a full summary report of the internship should be submitted via email. The summary should include not only an overall report of the activities conducted during the internship, but also your impressions of the institution, insights you may have learned that are not necessarily internship-related, and your recommendation about the site's worthiness for future internships. Your summary report is kept confidential from the host institution. Copies of the weekly updates and the summary become part of your official student file.

It is suggested you keep a journal of the internship that records the experience. Detailed record keeping may be vital for later use in your capstone project!

At the end of the internship, the museum supervisor submits the internship evaluation form. Only after the internship evaluation form and your internship summary have been received will the final pass grade be entered into your academic record.

Important Policies

Internships are graded on a pass/fail basis. It is the student's responsibility to complete all aspects of the internship. Failure to do so will result in a failing grade.

Internships can be completed only by students residing within the United States. The museum must also be located within the United States, and can be located either here in Cambridge (e.g., in a Harvard University or Boston-area museum) or a museum near your home.

Please note that internships are optional. In lieu of an internship an additional elective course may be completed to fulfill the degree program requirements for the Museum Studies Program.

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Museum Studies Program Internship Application Form

STUDENT INFORMATION			
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)	
E-mail			Day time phone number
Current employment status (part-time, full-time, not working)	Current employer		

INTERNSHIP INFORMATION			
Internship organization			
Internship job title			
Start date	End date	Hours per week	Total hours intended
Internship responsibilities (use a separate page if necessary)			

Student's signature _____ Date _____

This section to be completed by the museum supervisor

MUSEUM SUPERVISOR INFORMATION		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
Title		
Length of time at present position	Work address	
Day time phone number		
E-mail		

I have read the above plan and agree to serve as supervisor for this 200-hour museum internship.

Museum supervisor's signature _____ Date _____

This section to be completed by the museum administrator with authority to approve internships

MUSEUM ADMINISTRATOR INFORMATION		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
Title		

Museum administrator's signature _____ Date _____

This section to be completed by the Museum Studies Program Director/Internship Coordinator

I approve the internship plan as stated above.

Katherine Burton Jones' signature _____ Date _____