**INTERNSHIP CHECKLIST**

**Section One: Prior to Internship**

\_\_\_\_\_ complete 12 hours of required course work in museum studies including:

 HIS 626 and HIS 627 Museum Studies seminars

\_\_\_\_\_ work with Director of Public History to identify appropriate internships

\_\_\_\_\_ prepare an **internship proposal** (1-page form plus 1-2 page statement—see below), providing detailed overview of project, career goals, and how internship will further those goals

\_\_\_\_\_ provide proposal to Director of Public History for review and approval by April 30 for summer and October 15 for spring

\_\_\_\_\_ complete and distribute signed **internship contract** (see

below)

**Section Two: During Internship**

\_\_\_\_\_ keep an online blog journal reflecting on your experience (**at least five entries**=approximately every other week).

\_\_\_\_\_ keep copies of materials you produce through your internship

work—products that reflect your day-to-day duties and accomplishments as an intern

\_\_\_\_\_ take photographs of your workplace and of *yourself at work*—for

use in your blogs and the fall oral presentation

**Section Three: After the Internship**

**To receive academic credit for HIS 690, you must**

\_\_\_\_\_ **turn in a folder that contains the following:**

* a reflection essay (5-7 pages) critically evaluating your internship experience (described below)
* the signed evaluation form from your supervisor (can be sent directly to the Director of Public History)
* a printed copy of your blog journal entries
* copies of materials you produced through your internship work—products that reflect your day-to-day duties and accomplishments as an intern

\_\_\_\_\_ give an oral presentation of internship project at fall internship showcase