UWM Graduate Internship Application

The internship provides supervised practical experience in local art museums and galleries arranged on an individual basis. During this internship, the student is immersed in various aspects of museum work, including registration, curatorial research, and installation.

All graduate students must take a minimum of three (and can take a maximum of six) credits of ARTHIST 891. No more than three credits of ARTHIST 891 may be taken in a single semester.

Process:
1. Please send an Internship Application sheet, cover letter detailing your intent to intern (include a particular institution if you have one in mind and address the letter to the Internship Coordinator), and resume to the Internship Coordinator (Professor Jennifer Johung: johung@uwm.edu) as well as the Department Associate, Ina Kielley (kielley@uwm.edu)

2. **It is highly recommended that you visit the UWM Career Development Center** (http://www4.uwm.edu/cdc/) to work on your cover letter and resume.

3. Once we have approved your application, cover letter, and resume, you can contact the appropriate individual who will oversee your internship at your chosen institution. The internship can be with an art museum, a library, a commercial art gallery, an exhibition society, an historical society, a municipal office involved with landmark designation, an auction house, or any other organization that deals with the visual arts.

   The institution must be found on the list below or approved by the Internship Coordinator.

4. Have your supervisor at the institution write or e-mail the Internship Coordinator.

   The letter should state:
   a. that the supervisor agrees to take you on as an intern
   b. what your duties will entail at the institution
   c. that the supervisor agrees to send a written assessment of your work to the Internship Coordinator by the last day of the semester

5. Once the Internship Committee approves of your internship placement and receives your supervisor’s letter, you will be able to sign up for ARTHIST 891.

Requirements:
1. Your internship should occupy around 10 hours per week (for 3 credits).

   15 weeks x 10 hours per week = **150 hours per semester** (including summer)

2. **Reflection Paper** detailing your experience/activities at the institution (be specific, include relevant names and facts, include any publications or texts)

   3-5 pages
   10% of final grade

   Due: Last day of classes **(submit via d2l course dropbox)**

   NO LATE PAPERS ACCEPTED
3. A formal evaluation of your performance written to the Internship Coordinator, by your internship supervisor.
   Due: Last day of classes (tell your supervisor to email their evaluation to Professor Johung)

Application deadlines:

   August 15 for Fall semester
   December 1 for Spring semester
   May 1 for Summer semester

Applicant Name: ________________________________________________________________

Student ID #: __________________________________________________________________

Email Address: __________________________________________________________________

Home Address: __________________________________________________________________

Year in Program:

☐ 1st year M.A.  ☐ 2nd year M.A.  ☐ 3rd year M.A.  ☐ 4th year M.A.

Have you taken ARTHIST 703 or 704?

☐ 703  ☐ 704

Languages and Level of Proficiency:

☐ French  ☐ German  ☐ Italian  ☐ Spanish  ☐ Other/s __________________________

☐ Basic  ☐ Basic  ☐ Basic  ☐ Basic  ☐ Basic

☐ Proficient  ☐ Proficient  ☐ Proficient  ☐ Proficient  ☐ Proficient

☐ 1st language  ☐ 1st language  ☐ 1st language  ☐ 1st language  ☐ 1st language
Museum Collections Management Software?  
☐ Yes (please mark below)  ☐ No
☐ Past Perfect  ☐ The Museum System (TMS)  ☐ Mimsey XG
☐ Microsoft Access  ☐ Other Database Experience?  ____________________

Microsoft Office Suite (Word, Excel, PowerPoint) Experience?  
☐ Yes (please mark below)  ☐ No
☐ Word  ☐ Excel  ☐ PowerPoint

Microsoft Publisher Experience?  
☐ Yes  ☐ No

Adobe (InDesign, Photoshop, Illustrator, Acrobat Pro) Experience?  
☐ Yes (please mark below)  ☐ No
☐ InDesign  ☐ Photoshop  ☐ Illustrator  ☐ Acrobat Pro

Photography Experience?  
☐ Yes (please expand below)  ☐ No
In what capacity?

Museum/Gallery Internship Experience?

Where and how long?

What did you do?
Other Special Circumstances:

Are you able to travel longer distances for your internship (i.e. do you have a car?)

Do you need to be closer to campus?