UWM Undergraduate Internship Application

Students pursuing the Standard or Broad Major in Art History can fulfill the L&S research requirement by taking ARTHIST 489/691 Museum Internship. The internship program allows students to earn college credit by working behind the scenes in Milwaukee's many museums and galleries.

Process:

1. Please send an Internship Application sheet, cover letter (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 (inakielley@uwm.edu)
   a. What is the rationale for doing an internship?
   b. How does this fit into your broader research/degree goals?
   c. What specifically makes you qualified? Why are you a good fit for the institution?

   It is required that you visit the UWM Career Development Center (http://www4.uwm.edu/cdc/) to work on your cover letter and resume. Your application will not be accepted without a receipt.

2. Once the Internship Committee has 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 Committee.

3. Have your supervisor at the institution write a letter or e-mail the Internship Committee.

   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

4. Once the Internship Committee approves of your completed application and receives your supervisor’s letter, you will be able to sign up for ARTHIST 489/ARTHIST 691.

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. Review of a museum/gallery show (presumably where you are interning, otherwise a local show)
   7-10 pages
   The committee strongly encourages you to visit The Writing Center (http://www4.uwm.edu/writingcenter/) when submitting this paper. No late papers accepted.
   40% of final grade
   Due: Last day of classes (submit in d2l course dropbox)
3. **Reflection Paper** detailing your experience/activities at the institution (be specific, include relevant names and facts, include any publications or texts). **No late papers accepted.**

   3-5 pages  
   10% of final grade  
   Due: Last day of classes *(submit in d2l course dropbox)*

4. 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

**Applicant Name:** ______________________________________________________________________

**Student ID #:** ________________________________________________________________________

**Email Address:** ______________________________________________________________________

**Home Address:** ______________________________________________________________________

**Year in Program:**

   □ Freshman  □ Sophomore  □ Junior  □ Senior  □ 5th Year  □ 6th Year

**Art History Major?** □ Yes  □ No

   □ Standard  □ Broad  □ Minor

**Major/2nd Major:** ______________________________________________________________________

**Minor:** ______________________________________________________________________________

**Expected/Desired Graduation Semester:** ______________________________________________________________________
Languages and Level of Proficiency:

- French: [ ] Basic [ ] Proficient [ ] 1st language
- German: [ ] Basic [ ] Proficient [ ] 1st language
- Italian: [ ] Basic [ ] Proficient [ ] 1st language
- Spanish: [ ] Basic [ ] Proficient [ ] 1st language
- Other/s: [ ] Basic [ ] Proficient [ ] 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?