

### **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 (below), cv/resume, and cover letter detailing your request to intern at a particular approved institution (see our website for a list of approved sites) to the Internship Coordinator (Professor Jennifer Johung: [johung@uwm.edu](mailto:johung@uwm.edu)).
2. Once we have approved your application, cover letter, and resume, the Internship Coordinator will contact you over email about the next steps involved in connecting with the appropriate individual who will oversee your internship at your chosen and approved museum or gallery (see link for Approved Internship Opportunities on our website).
3. If your initial application forms have been screened and approved by both the Internship Coordinator *and* the appropriate museum/gallery supervisor, you will be asked to do an interview with this supervisor.

Please note that internships are not guaranteed and are subject to the approval of the supervisor at your chosen museum/gallery following the interview process.

4. If your museum/gallery internship supervisor chooses you for the internship position, please have them email the Internship Coordinator confirming:
  - 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 Director by the last day of the semester
5. Once the Internship Coordinator receives your supervisor's email you will be given permission to sign up for **ARTHIST 891**.

#### **APPLICATION DEADLINES:**

**September 1** for Fall semester  
**January 15** for Spring semester

\*Internships are not offered through the department over the summer\*

**Once you sign up for 891, you agree to fulfill the following 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**

2. **Reflection Paper** detailing your experience/activities at the institution (be specific, include relevant names and duties undertaken, and any publications or texts): 3-5 pages

Due: Last day of classes (**submit via Canvas course under Assignments**)

**NO LATE PAPERS ACCEPTED**

2. A **formal evaluation of your performance** (written to the Internship Coordinator) by your internship supervisor.

Due: Last day of classes

**Please tell your supervisor to email their evaluation to Professor Johung: [johung@uwm.edu](mailto:johung@uwm.edu)**

**APPLICATION FORM**

**Applicant Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Year in Program:**

1<sup>st</sup> year M.A.    2<sup>nd</sup> year M.A.    3<sup>rd</sup> year M.A.    4<sup>th</sup> year M.A.

**Have you taken ARTHIST 603/703 or 704?**

603/703    704

**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?