



## College of Letters and Science

*Department of Art History*

### **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, resume, and cover letter detailing your intent to intern (include a particular institution if you have one in mind) to the Internship Coordination (Professor Wells: [wellsk@uwm.edu](mailto:wellsk@uwm.edu)).
2. 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 Director.

3. Have your supervisor at the institution write or e-mail the Internship Director.  
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 Director by the last day of the semester
4. Once the Internship Director 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).  
 $15 \text{ weeks} \times 10 \text{ hours per week} = \mathbf{150 \text{ hours per semester}}$
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** filled out by your internship supervisor.  
Due: Last day of classes (**tell your supervisor to email their evaluation form to Professor Wells**)

**Application deadlines:**

**August 15 for Fall semester**  
**January 15 for Spring semester**

**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 703 or 704?**

☐ 703                      ☐ 704

**Languages and Level of Proficiency:**

<input type="checkbox"/> <b>French</b>	<input type="checkbox"/> <b>German</b>	<input type="checkbox"/> <b>Italian</b>	<input type="checkbox"/> <b>Spanish</b>	<input type="checkbox"/> Other/s _____
<input type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic	_____
<input type="checkbox"/> Proficient	<input type="checkbox"/> Proficient	<input type="checkbox"/> Proficient	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic
<input type="checkbox"/> 1 <sup>st</sup> language	<input type="checkbox"/> 1 <sup>st</sup> language	<input type="checkbox"/> 1 <sup>st</sup> language	<input type="checkbox"/> 1 <sup>st</sup> language	<input type="checkbox"/> Proficient
1 <sup>st</sup> language				<input type="checkbox"/>

**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?