



UWM Undergraduate 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.

Process:

1. Please send an Internship Application sheet (below), cv/resume, and cover letter detailing your intent to intern (include a particular institution if you have one in mind) to the Internship Coordinator (Professor Wells: wellsk@uwm.edu).

It is highly recommended that you visit the UWM Career Planning and Resource Center (<https://uwm.edu/careerplan/>) to work on your cover letter and resume.

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 691**.

APPLICATION DEADLINES:

August 15 for Fall semester

January 15 for Spring semester

Once you sign up for 691, 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** filled out by your internship supervisor.

Due: Last day of classes

Please tell your supervisor to email their evaluation form to Professor Wells: wellsk@uwm.edu

APPLICATION FORM

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: _____

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

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?

