

# **Anthro 621 - Internship in Museum Studies Syllabus**

**(150/120 hours, 3 U/G credits, prereq: Anthro 620(P), cons instr.)**

**Instructor:** Prof. Bill Wood  
**Office:** 375G Sabin Hall  
**Office Hrs:** M & W 1–3:00 pm  
(and by appointment)

**Office Phone:** 414-229-6323  
**Email:** woodw@uwm.edu

**Catalog Description:** Supervised practical experience in museums arranged on an individual basis.

**Overview:** An internship is the most effective way of gaining in-depth practical experience in an area of museum studies, and students may complete internships in various sections of the Milwaukee Public Museum (MPM) or in other museums. Students considering an internship should apply to a potential internship site at least one semester before they plan to undertake an internship. They should also be aware that a limited number of internships are available and that students compete for internships with students from other schools and programs. Because of the time commitment required (see below), internships taken during the summer when classes are not in session have proven to be most effective.

Registration in course Anthro 621 requires completion of Anthro 620 and the approval and signature of Dr. W. Warner Wood of the UWM Anthropology Department. Students should be aware that an internship site may have special requirements regarding an internship performed at their institution. It is the student's responsibility to incorporate these policies into their internship plan in consultation with Dr. Wood.

**Learning Outcomes:** Students will gain practical experience one or more of the following core areas/divisions of professional museum work:

1. Administration and Management of Museums
2. Collections Management and Curation
3. Visitor Experience Design (Including Educational Program and Exhibition Development)

**Relevant Secretary of the University Policies:** The following link/URL details university policies relevant to UWM courses including: accommodations for students with disabilities, accommodations for absences due to religious observances, accommodations for absences due to students called to active military duty, incomplete course grade policy, discriminatory conduct policy, academic misconduct policy, compliant procedures, and grade appeal procedures among others (please note that some of them may be difficult to align with the simulated “work experience” of most internships).

**<http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>**

**Time/Effort Requirements:** As stipulated in UWM policy, this internship course requires the completion of 135 hours of supervised internship activities for graduate students and 105 hours for undergraduates. As described in detail below, students will also complete a paper requiring approximately 15 hours to write, for a total of 150 hours of effort for graduate students and 120 hours for undergraduate students.

**Internship Requirements:**

1. **Prerequisite:** The internship must follow successful completion of course Anthro 620.
2. **Attendance:** The student must serve a minimum of 135 hours in the chosen institution over the course of one semester if they are enrolling as a graduate student or 105 hours if they are enrolling as an undergraduate student.  
*NOTE:* An estimated 15 hours will be spent by the average student to write a paper (see details below) for a total effort of 150 hours of effort/time commitment for graduate students and 120 total hours for undergraduate students.
3. **Role of Internship Supervisor:** The student should meet with a museum staff person who agrees to supervise the student's internship and complete the contract specifying mutual roles and responsibilities, including requirements and deadlines (see attached form). For internships at the Milwaukee Public Museum, the student should meet with both the museum staff person who will supervise the internship and the Museum Internship Coordinator, to formalize the internship.
4. **Role of the "Instructor of Record":** At some time during the semester before the internship begins the student should meet with the UWM Museum Studies Director --Dr. W. Warner Wood, UWM Department of Anthropology (the instructor of record)-- to briefly discuss the internship and complete the required registration form and contract. A copy of the Internship contract will be placed in the student's file. Contact information: telephone: (414) 229-6223 or 229-4175 or e-mail: [woodw@uwm.edu](mailto:woodw@uwm.edu)
5. **Punctuality, Ability to Meet Deadlines, and Professional Comportment:** The student should proceed with the internship, meeting regularly with the supervising museum staff person who will be evaluating them in terms of their punctuality and ability to meet deadlines as well as in terms of their professional comportment or demeanor. The student should also meet with Professor Wood at the beginning and at least once during the course of the semester to discuss their progress with the internship.
6. **Final Paper:** For graduate credit, a paper of approximately 20 pages on the project -- including the student's assessment of what was learned, the contribution of the project to the institution where the internship was carried out and/or knowledge of the subject-- must be completed by the last week of classes. If the supervising museum staff person has assigned some other final project, this paper will be an extension of that project and may be reduced to a minimum of 10 pages. The paper will be read and a suggested grade will be provided by the supervising museum staff person.

For Undergraduate credit, a paper of approximately 10 pages on the project --including the student's assessment of what was learned, the contribution of the project to the institution where the internship was carried out and/or knowledge of the subject-- must be completed

by the last week of classes. If the supervising museum staff person has assigned some other final project, this paper will be an extension of that project and may be reduced to a minimum of 5 pages. The paper will be read and a suggested grade will be provided by the supervising museum staff person.

7. **Internships Completed at the Milwaukee Public Museum:** If the internship was completed at the MPM, interns should submit a copy of their paper and their total intern hours to the Museum Internship Coordinator (in addition to their internship supervising museum staff person). It is their responsibility to deliver a copy of the paper to Dr. Wood and to remind the supervising museum staff person to submit a review and suggested letter grade to Dr. Wood.
8. **Delivery of Final Grade:** By the last day of final exams in the semester of the internship, the supervising museum staff person will e-mail to Professor Wood an intern performance review and a suggested final grade. The final grade is based on the activity detail/grading scheme provided below and will be assigned by Professor Wood in consultation with the supervising museum staff person (see attached Supervisor Evaluation Guidelines).

**NOTE:** Internships are a unique learning experience that sometimes present problems not encountered in a classroom environment. If the intern is having problems with the internship, s/he should address the situation by discussing any difficulties with the supervising museum staff person, or the Program Directors-- Professor Wood and Dawn Scher Thomae. Alternatives to the abandonment of the internship should be considered before any action is taken.

Where an internship experience cannot be salvaged, the internship can be terminated at any time during the semester if the student, supervising museum staff person, or Professor Wood believes that the student is not making satisfactory progress and/or the supervising museum staff person is not fulfilling his/her obligations to the student. In such cases, a grade of "incomplete" may be assigned if another internship cannot be identified and completed in the same semester.

### Activity Detail and Grading Scheme:

#### Graduate Students:

- Completion of 135 Internship Hours- **70%**
- Punctuality/Ability to Meet Deadlines- **10%**
- Professional Comportment- **5%**
- Final Paper (20 pages)- **15%**

#### Undergraduate Students:

- Completion of 105 Internship Hours- **70%**
- Punctuality/Ability to Meet Deadlines- **10%**
- Professional Comportment- **5%**
- Final Paper (10 pages)- **15%**

**(ANTHRO-621) Internship in Museum Studies Contract**

Name of intern (please print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ e-mail \_\_\_\_\_

Supervising museum staff person: \_\_\_\_\_

Institution: \_\_\_\_\_

Section: \_\_\_\_\_ Telephone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

Professor Wood's signature: \_\_\_\_\_

Title of Internship Project: \_\_\_\_\_

Graduate or Undergraduate Credit (circle one)

Brief Description (including duties and responsibilities):

Description of work to be completed (inventory, paper, condition reports, etc.)

Date by which work is to be completed: \_\_\_\_\_

**I, the undersigned Museum Studies student, agree to abide by the requirements set by this internship by the supervising museum staff person, and understand my final grade for the course will be based on the completion of the work described above by the deadline established in this contract. I also agree that any data which may result from this internship remain the property of the museum institution and must be delivered to that institution in the format(s) defined in the contract.**

\_\_\_\_\_  
**Signature of Museum Studies student**

\_\_\_\_\_  
**Signature of Supervising museum staff person**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Internship Supervisor Evaluation Guidelines

Thank you for participating in the Museum Studies Graduate Certificate Program or Museum Studies Undergraduate Minor Program. We ask that you submit an evaluation and suggested letter grade for the student intern at the conclusion of the internship. Typically this will be due at the end of the semester during which the internship was carried out, that is by:

Fall semester, **December 15**  
Spring semester, **May 15**  
Summer internships, **August 15**

### Supervisor Responsibilities:

1. Provide a brief report of the intern's duties during the internship, and an assessment of the intern's performance in terms of the activity detail and grading scheme provided above (for graduate students: Completion of 135 Internship Hours- 70%, Punctuality/Ability to Meet Deadlines- 10%, Professional Attitude/Comportment- 5%, Final Paper (grad. 20/ undergrad. 10 pages)- 15%). Generally a short 1 to 3 sentence paragraph in each of the four areas of evaluation is sufficient.

*Graduate students enrolled in the Museum Studies Graduate Certificate Program should have submitted a report on their internship experience to you as well as to the MPM and UWM Museum Studies Co-Directors of the Program before the semester deadline for the evaluation.*

*Undergraduate students enrolled in the Museum Anthropology Undergraduate Minor Program should have submitted a report on their internship experience to you as well as to the Director of the Museum Anthropology Minor Program before the semester deadline for the evaluation.*

2. Provide a suggested letter grade for the intern's performance over the course of the internship based upon their performance in each of the four components of the activity detail/grading scheme as described above.

You will submit your evaluation and suggested grade via e-mail or snail mail to:

Dr. W. Warner Wood  
(or current Director of Graduate Museum Studies Certificate/Museum Anthropology Minor)  
Department of Anthropology  
P.O. Box 413  
University of Wisconsin-Milwaukee  
Milwaukee, WI 53201  
[woodw@uwm.edu](mailto:woodw@uwm.edu)