

Expectations and Requirements

A museum internship is a remarkable opportunity for students; at the same time, the intern must remember that with this opportunity comes responsibility. The museum staff members have been generous to oversee internships, and we require utmost courtesy and respect for the museum and its employees.

1. A 3-credit internship equals 8 hours a week. This number may fluctuate week-to-week, as long as the intern has logged at least 120 hours total by the end of the semester (8 x 15).
2. The internship must be educational; in other words, interns may do some basic office work, etc., but a significant component of their internship must be focused on learning about the museum and the responsibilities associated with one or several museum position(s).
3. Student intern should give two hard copies of this document to the museum staff member overseeing the intern. One copy should be signed and returned to the relevant professor at OSU. This is to ensure that everyone involved agrees to the terms of the internship at the beginning of the internship period.
4. An evaluation form will also be given to the museum staff member, to be filled out at the end of the semester. Preferably this would be provided at the beginning of the internship period, so the staff member understands what items OSU would like the student to be evaluated on.
5. An addendum statement should be added to this form, from the point person at the institution where the student will be interning. This statement should include a short paragraph outlining the duties and expectations associated with the internship. The institution may also include additional information in this statement, such as expectations for a background check or other requirements.

Semester and dates of internship: _____

Name of Intern: _____

Signature of intern: _____ Date: _____

Name of institution (museum, gallery, etc.): _____

Name of museum staff member overseeing internship: _____

Signature of museum staff member: _____ Date: _____

Name of faculty member: _____

Signature of faculty member: _____ Date: _____

Performance Evaluation for Museum Internship (ART 4810)
Department of Art, Graphic Design, and Art History
Oklahoma State University

2019-2020

Name of museum staff member: _____ Date: _____

Name of student intern: _____

Please give an overall rating of the student and also comment on any of the specific strengths or concerns about your experience with this student.

Attendance/punctuality: did the intern complete the number of hours required (120)?

5 excellent 4 good 3 satisfactory 2 fair 1 needs improvement

Comments: _____

Attitude: was the intern helpful, amiable, excited to do the work you required of them?

5 excellent 4 good 3 satisfactory 2 fair 1 needs improvement

Comments: _____

Quality of work: was the intern's work done to your satisfaction?

5 excellent 4 good 3 satisfactory 2 fair 1 needs improvement

Comments: _____

Initiative: how active and motivated was the student to take advantage of the opportunities the internship provided?

5 excellent 4 good 3 satisfactory 2 fair 1 needs improvement

Comments: _____

Overall Assessment: feel free to attach a document with additional comments

5 excellent 4 good 3 satisfactory 2 fair 1 needs improvement

Comments: _____

What grade do you think the student deserves for this course? _____

The art history faculty members at OSU thank you for your generosity and for contributing to this student's education! Please return this form to the faculty point person for the course.