

**FLORIDA INTERNATIONAL UNIVERSITY
MUSEUM STUDIES CERTIFICATE**

Internship Guidelines

The Museum Studies Certificate Program at FIU requires each student to complete an internship in a museum. Students are required to have completed at least one of the core courses prior to scheduling the internship.

The internship is intended to provide the student with practical experience in museum work and to learn to function as a professional within an institutional framework. It is important that the intern be integrated into the work of the museum and be required to behave as a regular staff member.

The intern is expected to complete a project or a specified portion of a major project during the internship. The work is to be performed directly under a supervisor who will provide an evaluation of the intern's work at the end of the period.

Academic Credit & Financial Arrangements

A minimum of three credit hours must be fulfilled through an internship, although students are allowed to take up to 6 credit hours internships. A three hour internship requires 10 hours of work per week during one full academic term; 20 hours of work per week during a similar period of time are required for six credits. Summer term internships span the two summer sessions. Students must register for the internship course in order to receive credits.

Financial arrangements of the internship are the responsibility of the student. The internships may be paid or unpaid.

Procedures

Internship opportunities will be made known by the Program staff or students may arrange their own internship. In all instances, internships undertaken to fulfill the requirements of the Museum Studies Certificate must be approved by the Museum Studies Director, and abide by these guidelines.

When proposing an internship, the student must send the director of the Museum Studies Program a one page description of the project to be developed during the internship, signed by the student and the internship supervisor. Once the internship is approved an internship contract will be signed by the student, the supervisor and the Museum Studies Director.

Reports & Documents

The following documents are required:

- **Project proposal** (as described above)
- **Internship contract**
- **Journal:** a narrative account of the internship experience and activities. It will also contain a record of work hours and activities
- **Final report and/or project:** the student project and/or a final report is to be submitted to the Museum Studies Director at the end of the internship.
- **Evaluation Forms:** student and supervisor must submit evaluation forms provided.

Internship Grade:

The internship grade will be based on the evaluation submitted by the intern's supervisor and the journal and final report/project submitted by the student. These documents should be received by the Museum Studies Director no later than the last day of class of the term.