



Session Name: Embracing the Power of College Interns as Volunteers

Date and Time: 5/26/2016 2:45:00 PM - 5/26/2016 4:00:00 PM

Session ID: 3316

Session Handout

Samples of documents used for College Interns

Announcing the 2016 Teen Volunteer Program at Winterthur Museum, Garden & Library



*Are you interested in science, history, or art?
Have you ever wondered what a museum is all about?*

If you answered “YES!” to the above, consider applying to the 2016 Teen Volunteer Program. Participants in this program will learn about the skills Early Americans used to make objects and about skills museum conservators use today to care for them.

What you'll do:

- Guide children through hands-on activities and demonstrations pertaining to craftsmanship.
- Discover how different objects and materials are made by hand.
- Learn how objects in museums are cared for by conservators.
- Develop leadership skills while serving your community.
- Peek behind-the-scenes at a world class museum in your own backyard.
- Participate in community projects at the local Salvation Army Summer Camp.

The Time Required:

Training Week: June 20-24, 9:00 am – 4:00 pm
Terrific Tuesdays and Community Projects: Every Tuesday and Thursday in July through August 11, 9:00 am – 4:00 pm

How to Apply:

Complete the application and return it by March 4 to Megan Millman, Program Assistant
5105 Kennett Pike, Winterthur, Delaware 19735 or mmillm@winterthur.org
Interviews will be scheduled March 21 – April 1.
Selected applicants will be notified by April 15.

Winterthur Museum, Garden & Library is located 6 miles north of Wilmington on Route 52
www.winterthur.org



2016 TEEN VOLUNTEER APPLICATION

Application Deadline: March 4, 2016

First Name:		Last Name:	
Home Address:			
City, State:		Zip Code:	
Phone Number:		Email Address:	
High School:		Graduation Year:	

Using complete sentences, please thoughtfully answer each of the questions below in two to four sentences per question. Please attach a separate page on which your responses are typed, or neatly handwritten. When attaching a separate page, please include your name at the top.

- 1) Have you ever volunteered before? If yes, please describe your previous experiences with volunteer work, including what you have learned from the experiences. If no, please describe what you would like to learn from volunteering.
- 2) Have you ever visited Winterthur? If yes, what is your favorite thing to do on a visit? If no, what aspect(s) of Winterthur are you most excited to experience?
- 3) Why do you want to volunteer at Winterthur? How would the Teen Volunteer Program benefit from your involvement?
- 4) What is your favorite museum? Please describe the museum and explain why it is your favorite.
- 5) Overall, what do you think is the purpose of museums? How do they benefit our society?
- 6) This summer our family programs will focus on craftsmanship. Please describe what craftsmanship means to you.
- 7) What skills have you developed in school this year that would make you an effective volunteer? Describe at least one personal attribute that would make you a good representative of Winterthur?

Return this application to Megan Millman, Winterthur Program Assistant by March 4, 2016: mmillm@winterthur.org or 5105 Kennett Pike, Winterthur, DE 19735



INTERNSHIP INFORMATION

Date: _____

Name: _____

Birthdate: _____

Street Address: _____

City _____ State _____ Zip code _____

E-Mail: _____ print clearly! Phone: _____

Emergency Contact:

Name: _____

Relationship: _____

Telephone (day): _____

Telephone (evening): _____

AVAILABILITY Please check days and times available to intern

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mornings					
Afternoons					
Special Events					

Foreign Language Ability: Please describe language and level of proficiency _____

Major: _____

Graduation (Year) _____

Interns should not have discussions with the press unless he/she is preauthorized by the KSU Museum Director or Public Relations and Marketing Manager.

Please initial here _____

THE UNIVERSITY OF THE ARTS

Museum Education Program

Department of Museum Studies

College of Art and Design

MUSEUM INTERNSHIP HANDBOOK

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THE UNIVERSITY OF THE ARTS

Museum Education Program

MUSEUM INTERNSHIP HANDBOOK

One of the unique opportunities for students in the MA Program in Museum Education is the professional placement internship. As one of the artistic, historic, and cultural centers of the country, Philadelphia has the second-largest concentration of museums anywhere in the world. Students have the choice of working at one or more of the 70 museums in the greater Philadelphia area and in other cultural institutions elsewhere in the United States or abroad. Individual placements are made based on each student's needs, academic specialization, professional museum goal, experience, and skills.

Internship Requirements

Each intern is required to complete two twelve-week *or* 120-hour internships. Traditionally, internships have been designed to cover a twelve-week period of time. However, we have found that for many student-interns and museums, it is far more effective to determine a schedule that equals 120 hours. This allows the institution and the intern to determine both the structure of the internship experience and a schedule that best meets the needs of the museum. A student-intern may work partial days or full days each week. Both museums and interns have found that 8-hour days allow them to accomplish more work and provide sustained attention to projects and programs to which they have been assigned.

Internship Placements

The University of the Arts MA students have interned at many museums including the following:

- Academy of Natural Sciences, Philadelphia
- American Museum of Natural History, New York
- American Philosophical Society, Philadelphia
- Art Fronts, Philadelphia
- Baltimore Museum of Art
- Christies, New York
- Fabric Workshop and Museum, Philadelphia
- Fort Mifflin on the Delaware, Philadelphia
- Franklin Institute and Science Museum, Philadelphia
- J. Paul Getty Museum
- Guggenheim Museum, New York
- Independence Hall, Philadelphia
- Institute of Contemporary Art, Los Angeles
- Institute of Contemporary Art, University of Pennsylvania
- INTAC -The Indian Trust for Cultural Heritage, Mumbai, India
- Iowa Children's Museum, Iowa City
- Isabella Stewart Gardner Museum, Boston
- Los Angeles County Museum of Art
- Mercer Museum, Doylestown, Pennsylvania
- Metropolitan Museum of Art, New York
- Museum of Modern Art, New York
- National Gallery of Art, Washington, DC
- National Museum of the American Indian, Washington, DC
- Nelson-Atkins Museum of Art, Kansas City, Missouri
- New Museum of Contemporary Art, New York
- Penn Museum, The University of Pennsylvania Museum of Archaeology and Anthropology, Philadelphia
- Pennsylvania Academy of the Fine Arts, Philadelphia
- Philadelphia Museum of Art
- Philadelphia Zoo
- Please Touch Museum, Philadelphia
- Princeton University Museum of Art
- Rosenbach Museum and Library
- Saint Louis Art Museum
- Sotheby's, New York
- Walters Art Gallery, Baltimore, Maryland

MUSEUM INTERNSHIP HANDBOOK

FOR THE INTERNSHIP SUPERVISOR

Thank you for hosting a Museum Education intern from the University of the Arts. Here are a few suggestions for you as supervisor.

Let fellow staff-members know about the presence of interns. Make certain that colleagues know who is supervising individual interns, what they're doing, and where. Let fellow staff members know they're expected to clear permissions for assignments and special projects with intern supervisors just as they would for other junior staff members.

If needed, advice should be given to interns on dress codes and personal conduct, security, attendance procedures and record-keeping, policies on sick, overtime, compensatory time and holidays, when and where to take breaks and meals, personal use of telephones and other office facilities, among others.

Generally, interns should be treated as if they are one of your institution's employees so that they can receive a full overview of the museum field.

Please present the intern with

Identification badge	Map or floor plan
Museum brochures	Schedule of exhibitions and events
Staff list	List of other museum interns
Annual report	Relevant reading list and bibliographies
Your museum's staff handbook, if possible	

Upon a verbal agreement with a museum to conduct an internship, the student should review this Handbook with the museum internship supervisor and develop an Internship Plan. Then the intern, the internship supervisor, and the University advisor will sign the document. Along with a copy of the plan and agreement, the internship supervisor should receive the attached pages labeled "For the Internship Supervisor" and "Intern Evaluation."

During the internship, the intern should keep a weekly journal and log of hours. If any major changes in projects and duties occur during the internship, the student needs to update the Intern Plan and Agreement with the museum supervisor and the University advisor, obtaining new signatures. The intern will meet with the UArts advisor once every two weeks to discuss the internship and other academic work.

Upon completion of the internship, the supervisor will use the Internship Supervisor section to evaluate the intern's performance and then the two will meet to discuss this evaluations.

By the end of the internship, the intern will turn in a completed Handbook to the University advisor. This will include:

- The intern plan
- The attendance log
- The final report

As the instructor of record on the student's transcript, the University of the Arts advisor reserves the right to modify a grade to make it consistent with the standards used by other internship supervisors and the University.

MUSEUM INTERNSHIP AGREEMENT

NAME OF INTERN _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE _____

E-MAIL _____

DATES OF INTERNSHIP _____

MUSEUM _____

MUSEUM SUPERVISOR _____

ADDRESS _____

TELEPHONE _____

E-MAIL _____

UNIVERSITY OF THE ART'S ADVISOR _____

ADDRESS _____

TELEPHONE _____

E-MAIL _____

APPROVAL OF INTERNSHIP

MUSEUM SUPERVISOR _____

Signature

Date

UNIVERSITY OF THE ARTS SUPERVISOR _____

Signature

Date

I understand that by signing this approval and agreement, I will complete a 12 week/120-hour internship as required for the degree of Master of Arts awarded by The University of the Arts. I understand that I will follow the approved plan of work and any changes will be documented in writing and approved by both my Museum Supervisor and my University of the Arts Supervisor.

Intern Signature *Date*

MUSEUM INTERNSHIP PLAN

Intern's expectations for the internship experience in the following areas:

A. Knowledge:

B. Skills:

C. Professional contacts:

The museum's expectations for the internship experience.

The intern will devote percentages of the total internship experience to the categories listed:

A. Major Project (describe below) _____%

B. Routine departmental business (describe below) _____%

C. Professional contacts, meetings, correspondence (describe below) _____%

The Intern agrees to carry out the professional duties outlined above under the direction of his/her museum supervisor. The Intern agrees to meet with The University of the Arts faculty advisor every two weeks and produce a two-page report half-way through the experience. The Intern agrees to complete a final report no later than two weeks after completing the internship that includes a summary of the internship and all related materials. It should be submitted to the faculty advisor.

Intern
Signature

_____ *Date*

MUSEUM INTERNSHIP EVALUATION

Your response is important in assessing the performance, growth, and potential of the museum education intern who has been working in your institution. Please complete this supervisory evaluation and return the form to the intern to bring to the UArts advisor.

Helen M. Shannon
Associate Professor/Director, MA Program in Museum Education
The University of the Arts
320 South Broad Street
Philadelphia, Pennsylvania 19102
215.717.6051 — telephone
215.717.6326 — fax
hshannon@uarts.edu

GRADING

Grades for the course may be A, A-, B+, B, B-, etc. Any grade of B- or lower will require the student to repeat the internship requirement.

For major project _____

For overall internship _____

Student _____

Semester and Year _____

Museum Supervisor _____
Signature

Date

INTERN EVALUATION

The intern's museum supervisor agrees to provide a final written evaluation of the intern's performance and will assign a grade to both the student's major project and his/her overall performance.

Complete the evaluation form on the next page at the conclusion of the internship period. Describe the overall intern performance, with special emphasis on improvements made and areas needing further improvement. Discuss the evaluation with the intern in your final meeting, obtain the intern's signature, and provide one copy to the intern and one to the University of the Arts Advisor.

FACTOR RATINGS

For each of the performance areas listed below, indicate the appropriate ranking based on consistency and quality of intern's demonstrated performance. Use the following ranking scale:

- | | |
|------------------------------|---|
| 4 - STRENGTH | <i>consistently exceeded expectations</i> |
| 3 - SATISFACTORY | <i>consistently met expectations</i> |
| 2 - NEEDS IMPROVEMENT | <i>did not consistently meet expectations</i> |
| 1 - UNSATISFACTORY | <i>failed to meet expectation</i> |

PERFORMANCE FACTORS	RATING	EXAMPLES
1. Production Produces the expected volume of work		
2. Thoroughness/Accuracy Gets the job done right		
3. Independent Action Uses initiative, does not require close supervision		
4. Work Methods Is organized; works efficiently		
5. Problem Solving Analyzes relevant facts; makes prompt, sound recommendations		
6. Interpersonal Skills Clear, well organized, works well with others; works well with project team members, meets deadlines		
7. Written Communications Clear, well organized, correct in use of language, spelling, grammar; meets deadlines		
8. Job Knowledge Proficient in methods, skills, knowledge required; acquired knowledge of related museum operations		
9. Work Habits Good attendance; does not interfere with or disrupt others work; respects institutional policy and procedure		
10. Other		

Student _____

Semester and Year _____

Museum Supervisor _____
Signature

_____ *Date*

ATTENDANCE REPORT

Name of Intern _____

Museum _____

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL HOURS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

NUMBER OF ABSENCES _____

Total Number Hours Worked _____

Verified By _____
Museum Supervisor
Date

NOTE: This time sheet must be handed in to the University Advisor immediately after the last internship day in the museum.

WEEKLY JOURNAL

(For intern's reference only. Not to be turned in with final report.)

Name _____

Date _____

Meetings:

Description of Events and Activities:

To Do:

Notes and Comments:

INTERN'S FINAL REPORT

In five to seven pages, outline the major contributions the internship has made toward your education at The University of the Arts. Topics to be included may be:

Short description of major projects and their contributions to the goals of the host institution
New insights into workings of museums
Clarification of future career goals
New insights into self as a professional and areas for improvement or for pride
Anything else you think would help the University advisor evaluate your internship experience

This report is due to the University advisor on the last day of class of the semester or, for summer internships, the first day of the fall semester. It should have attached to it:

- ☒ Attendance record
- ☒ Copies of any materials produced for the museum during the internship

In addition, each student will be asked to make a short, illustrated oral presentation about his or her internship at the beginning of the next semester. The purpose of the presentation is to share your accomplishments with classmates and faculty.