Guidelines for UTSA Off-Campus 3 Credit Hour Museum Studies Internships

Faculty Supervisor: Dr. Scott Sherer, scott.sherer@utsa.edu

MSM 4933: Museum Internship

- Internships provide UTSA students with a unique educational experience and exposure to a variety of institutions, organizations and programs. It is hoped that the intern, the cooperating entity, and UTSA faculty will work together to create an experience that is mutually beneficial. In some cases, an internship may prepare the student for future employment.

- Interns should be advised of the purpose and general operating procedures of any cooperating institution or organization as well as the expectations of the supervising professional(s). The intern’s duties, whether in areas of curating, collections management, exhibition development, educational programming, and administrative operations should be clearly outlined by the supervising professional at the beginning of the internship. A brief description in writing that states the schedule and project(s) on which the intern will be working should be provided.

- Interns are required to complete 150 hours of work over the semester to earn credit for their degree plan. Interns are expected to work in their internship for approximately 10 hours per week throughout the 15-week semester. Hours may be flexible to allow shorter or longer weekly schedules, depending on the cooperating entity’s needs and the student’s schedule but should average out to 10 hours per week.

- Intern’s responsibilities: Interns are expected to perform their duties efficiently and to completion. They should take an active role in the internship by carrying out all assigned tasks to the best of their abilities, discussing with supervisors any difficulties or lack of understanding. Interns should double-check instruction to make sure they understand precisely what they are being asked to do, taking notes if necessary. If the intern has any special knowledge or skill that would benefit the organization, the supervising professional should be informed so that these skills can be put to use.

- Off-campus supervisor’s responsibilities: The supervising professional should remember that the intern is not an employee but a student who is learning about the operations and programs of the cooperating institution by helping with a variety of tasks. In exchange for the volunteered services of the intern, the cooperating entity is asked to contribute to the student’s education by assigning constructive tasks that are within the student’s abilities and offering guidance and constructive criticism that will help the student complete the assigned work successfully. Duties assigned should be worthy of three semester hours of college credit and appropriate to the elected discipline.

- If the supervising professional is dissatisfied with any aspect of the intern’s performance, he or she should first discuss the problem and a solution with the intern. Un-resolvable conflicts should be addressed to the UTSA faculty supervisor.

- The intern must keep a journal documenting activities, tasks and assignments. The journal should be submitted periodically to the UTSA faculty supervisor. The UTSA faculty supervisor may require alternative or supplemental assignments.

- It is recommended that the supervising professional file a midterm and a final report with the intern’s instructor. Grades will be determined by the UTSA faculty supervisor.