

This course is for students accepted into the Museum Studies Certificate Program who have been offered a museum studies-related internship to gain experience in an institution or organization and will earn academic and experiential credit. An academic research project is required. Enrollment is subject to approval of the course application.

This course is expected to introduce the museum studies students to professional museum practices. The student will gain practical experience and learn about museum career paths. Students will gain work skills and networking capabilities related to their field of internship.

**The internship must be at least 105 hours during the semester to earn academic credit.**

Once the course application is approved, CRN # will be created for registration.

**Requirements:**

- Student must be accepted into an approved internship position. **Please attach letter of internship offer.** Internships may be paid or unpaid. *It is important to note that all applications for internship credit are carefully reviewed. Internships must be clearly related to museum studies.*
- Student must be registered during the semester of the internship.
- **The applicant must be enrolled in the museum studies certificate program** and is required to register for FCID 5015/7015– maximum 3 credit hours.
- A schedule for communication between the faculty instructor and student is included in the academic requirements.

In order to receive credit for the course, students must submit the following:

1. By the mid-point of the semester (see academic calendar) students are expected to submit a brief 1-page report about the work that they are doing for their internship to the instructor of FCID 5015/7015.
2. By the last day of classes for the semester, students are expected to submit the following to the instructor of FCID 5015/7015:
  - a. a final essay of 3-5 pages reflecting on the internship experience
  - b. 2 work samples from the internship, with an explanation of what they are and the role that you played in their development or execution. These can be written documents, links to digital materials, or captioned photographs documenting work completed. (Examples: you might submit a photo of an exhibition or public program that you contributed to, a bibliography developed for an exhibition or program, a link to teacher resource that you produced).

This application and additional materials should be saved as one PDF file, with the application first, followed by additional materials, and sent to [history@uga.edu](mailto:history@uga.edu).

**Deadline** - application and materials must be submitted at least 2 weeks prior to the start of the semester concurrent with the internship.

*Questions? Please see the museum studies program director.*

# MUSEUM STUDIES INTERNSHIP

FCID 5015/7015

Name: \_\_\_\_\_  
Last First MI 810 / 811 number

\_\_\_\_\_  
UGA email Phone number Semester to be enrolled in FCID5015/7015  
**(must be concurrent with internship employment)**

\_\_\_\_\_  
Major / Degree Program UGA GPA Expected Date of Graduation

\_\_\_\_\_  
Location of Internship Internship Title

\_\_\_\_\_  
Instructor of Record Supervisor at Hosting Institution

\_\_\_\_\_  
Start date End date # of hours per week employed  
in internship

Title or brief statement of museum project:

\_\_\_\_\_  
STUDENT NAME (TYPED OR PRINTED)

\_\_\_\_\_  
STUDENT SIGNATURE

Instructor of Record (Dr. Reason or Other)

\_\_\_\_\_  
INSTRUCTOR NAME (TYPED OR PRINTED)

\_\_\_\_\_  
INSTRUCTOR SIGNATURE

