

Lincoln University
Department of Visual and Performing Arts
Museum Studies Major

Course Title:	Internship	Course number:	MSM450
Credit Hours	3	Prerequisite (s):	MSM320 & MSM 330
Term:		Co-Requisite (s)	
Course Method	Hybrid with student on-site engaged in activities as approved by internship site, instructor and advisor. Engagement with instructor via email.	Meeting day and Time:	TBD
Instructor:		Classroom/lab/Studio Location:	TBD
Office location:		e-mail:	
Office Hours:		Phone Extension:	

COURSE DESCRIPTION:

This is a course for students who will complete an internship for academic credit. This internship may be taken in either fall or spring semester, or over the summer, but the student must complete a minimum of 220 hours at the internship host site. Along with prerequisites noted above, the student must have 75 earned credits.

Students will apply theories and principles learned in the classroom to a professional internship in the museum field at an approved site. Throughout the internship, students will complete various tasks designed to reflect and enhance the internship experience, including weekly reports and maintaining a journal of activity that includes documentation of formal meetings, evaluations, projects, and accomplishments. Student will be required to submit a final written report as directed by instructor.

Prerequisites:

MSM320- Museum Education and Interpretation & MSM330- Fundraising

REQUIRED TEXT: N/A

COURSE REQUIREMENTS:

Students will need to provide (or arrange for) their own transportation to and from internship site and / or housing for summer internships.

ASSESSMENT CRITERIA & ALIGNMENT

Course SLO	PSLOs	ILOs	Direct and Indirect Assessment Methods
CSLO 1	2, 3 & 4	1	Rubric assessment of Weekly Reports
CSLO 2	5	3 & 5	Rubric assessment of Activity Journal
CSLO 3	5 & 8	5 & 8	Rubric evaluation of final products and presentations

Course Student Learning Outcomes (CSLO):

Upon successful completion of this course the student will:

1. **apply** museum concepts, techniques, practice and principles from theoretical coursework to a hands-on professional museum setting;
2. **evaluate** their contribution to the overall work setting within the museum's organizational structure;
3. **produce** a professional portfolio demonstrating products of their internship experience, documenting their academic accomplishments and evaluating their work experiences.

Program Student Learning Outcomes (PSLO):

PSLO 2: **Apply** and present ideas, in **written** and **oral** format, accurately using the vocabulary inherent to museum studies.

PSLO 3: **Identify** concepts, techniques and skills employed within a museum setting that are integral to effectively running all operations within a museum setting.

PSLO 4: **Apply** concepts, techniques and skills employed within a museum setting that are integral to effectively running all operations within a museum setting.

PSLO 5: **Evaluate** museum concepts, techniques and products (exhibitions, programs, print materials, digital materials, etc.), in terms of content, design and context, and demonstrate an ability to **analyze** the formal elements of museum operations.

PSLO 8: **Produce** a digital and/or hard copy portfolio of writing samples and presentation portfolios for career-related purposes.

Institutional Learning Outcomes (ILO): (List only those assessed with this course.)

1. Effective Communication

Effectively and clearly communicate through oral, written and visual means to increase knowledge and understanding or to promote change in a listener, reader or observer respectively.

Outcome: Students will effectively communicate in oral, written and visual form.

3. Diversity/Cultural Awareness

Diversity and cultural awareness represent a set of cognitive, affective and behavioral skills and characteristics that support effective and appropriate interaction in a variety of diverse contexts.

Outcome: Students will integrate cross-cultural understanding in the disciplines and develop an appreciation for music, art and other forms of cultural expression.

5. Critical Thinking

Operational Definition: Critical thinking is a comprehensive and systematic exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. Integrative learning is an understanding and a disposition that the student builds across the curriculum and co-curriculum, from making simple connections among ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond the campus.

Outcome: Students will reason abstractly and think critically to make connections between ideas and experiences and to solve novel problems.

8. Integrative and Lifelong Learning

Lifelong learning is an all-purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence. Lincoln University prepares students to be this type of learner by developing specific dispositions and skills while in school.

Outcome: Students will use skills that support lifelong learning.

Calculation of Final Grades:

Weekly Reports	20%
Activity Journal	20%
Final products for portfolio	30%
Intern Supervisor Performance Report	30%

The student workplace supervisor fills out a Performance report form at the end of the internship and mails/emails it directly to the faculty supervisor. The instructor then assigns a letter grade based on this report that will count as 30% of the student’s final course grade.

GRADING SCALE:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
GPA Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0
%	100-93	92.9-90	89.9-88	87.9-82	81.9-80	79.9-78	77.9-72	71.9-70	69.9-67	66.9-60.1	60 and under

University Attendance Policy:

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

<http://www.lincoln.edu/registrar/2014Catalog.pdf>

STUDENTS WITH DISABILITIES STATEMENT:

Lincoln University is committed to non-discrimination of students with disabilities and therefore ensures that they have equal access to higher education, programs, activities, and services in order to achieve full participation and integration into the University. In keeping with the philosophies of the mission and vision of the University, the Office of Student Support Services, through the Services for Students with Disabilities (SSD) Program, provides an array of support services and reasonable accommodations for students with special needs and/or disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Services for Students with Disabilities Program seeks to promote awareness and a campus environment in which accommodating students with special needs and/or disabilities is natural extension of the University's goal. Any student with a documented disability should contact the Office of Student Support Services.

<http://www.lincoln.edu/studentservices/index.html>

UNIVERSITY ACADEMIC INTEGRITY STATEMENT:

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

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POLICY ON ELECTRONIC DEVICES IN CLASSROOM:

Interns must comply with an organization's policy on the use of electronic devices during the internship period, while on site. Violation of the organization's policy on electronic devices must be reported to the internship supervisor and noted on the internship weekly report.

COURSE REQUIREMENTS

Students are required to provide weekly reports describing their internship experience. The reports, unless otherwise specified should be submitted by e-mail to your internship instructor. These reports are due weekly throughout the semester.

The student is required to maintain a journal that utilizes data reported in weekly reports to analyze and evaluate their internship experience.

The student is expected to write a paper, complete a project and / or make a formal presentation that reflects their internship experiences. This final paper / project / presentation must incorporate data collected in Weekly Reports and their Activity Journal. This document will become part of the student's professional portfolio. Submission criteria for the capstone assignment / project / presentation of the internship experience must have the intern instructor's written approval by mid-term of the semester internship is conducted. This project must comply with appropriate copyright policies and other protocols of the host institution.

Other considerations

- No more than three hours of internship credit will count towards degree requirements.
- Student must complete a minimum of 220 hours in an internship location, but **MUST** also meet all required hours stipulated in the internship contract. Students failing to meet contractual requirements of host institution will not receive credit as a major requirement.
- Students may not do an internship in an organization for which there may be conflicts of interest.
- Students may have an internship in their place of present employment only if all requirements for the internship are met.
- Students may only be absent for family emergencies or similar serious conditions when such absence is documented and approved by the faculty supervisor and the internship supervisor. The intern must consult with his/her internship supervisor concerning making up the missed hours.
- All internships must be completed within one academic semester.
- Students may not begin an internship before completing specified prerequisites, gaining signed approval from their internship instructor, major advisor and Chair of the Department on file with the department and approved contract with the host organization.
- Students may not count internship hours worked before enrolling in the internship course. There will be no exceptions.

Internship in Museum Studies

Enrollment Instructions and Procedure

An internship is a practical learning experience outside the educational institution in an organization that deals with an aspect of the profession the student hopes to enter. Its purpose is to fill the gap between the academic and professional worlds. It is a time when the student can observe and participate in the work world in a nurturing environment. More specifically, an internship is a relationship the student has with an organization wherein he/she is treated as a quasi-employee. The student is given specific tasks and responsibilities and is allowed to observe various operations of the organization.

The MSM450 Internship course is a graduation requirement for all Museum Studies majors to enhance their career preparation. Internships are open to department majors who have completed 75 credit hours. Interns are placed with cooperating organizations such as museums, galleries, conservation studios, historic sites and other museum type settings.

Course enrollment instructions

Students must identify an internship organization and intern supervisor. The intern supervisor must submit to the instructor a statement of the student's acceptance. If the host institution does not have an internship component integral to their institution's mission, then a list of the student's job responsibilities must be submitted prior to MSM450 enrollment. If all requirements are successfully met, the student's course enrollment will be approved. To be officially registered for this course, all tuition fees and charges must be paid. No student will be permitted to begin an internship until officially registered.

Internship responsibilities

Student interns are responsible for the following:

1. Abiding by the rules and regulations of the organization participating in the internship
2. Having the intern supervisor e-mail an acceptance statement and job description to the instructor before the commencement of the internship.
3. Keeping the instructor informed by sending weekly reports
4. Submitting the internship final report at the conclusion of the internship.
5. Making a presentation to the department faculty and majors on the internship experience after the internship is completed.

Also note these items:

1. Oral or e-mail evaluations of the intern's work by the intern supervisor will be submitted to the instructor periodically throughout the semester. The instructor will arrange these evaluations. At the conclusion of the internship, the intern supervisor will submit a formal written evaluation of the intern to the instructor.
2. Students who have questions or problems should call the instructor immediately.