



Museum Studies Program

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Museum Studies Internship Course Application (MUSE 5015/7015)

This course is for students in the Museum Studies Certificate or MA program who have been offered a museum studies-related internship.

Requirements:

- Student must be enrolled in either the museum studies certificate or MA program.
- Student must be accepted into an approved internship position. Please attach letter/email of internship offer. Internships may be paid or unpaid. *Internships must clearly relate to museum studies.*
- Student must submit the museum studies course application form to the Director of Museum Studies **at least two weeks** before the start of the semester in which they plan to intern.
- Student is required to register for MUSE 5015/7015 during the semester of the internship– maximum 3 credit hours.

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

To receive course credit, students must:

- 1.) Intern for **at least 105 hours** during the semester in an approved internship.
- 2.) Submit a **1-page report** about the work that they are doing for their internship by the midpoint of the semester (see academic calendar) to the instructor of MUSE 5015/7015.
- 3.) Submit the following to the instructor of MUSE 5015/7015 by the last day of classes for the semester:
 - a.) A well-written **final essay of 3-5 pages** reflecting on the internship experience.
 - b.) **Two work (2) 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 areason@uga.edu.



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Name:

ID Number:

UGA Email:

Program: Museum Studies Certificate

Museum Studies MA

Semester of Internship:

Hosting Institution:

Location of Internship:

Supervisor at Hosting Institution:

Start Date:

End Date:

of hours per week employed at internship:

Description of Internship/project:

Instructor of Record for MUSE 5015/7015:

Students are expected to notify instructors of any issues/concerns regarding their internship as soon as possible.

Students are expected to behave professionally during their internship. Instructors may consult with internship hosts before final grades are assigned. Academic requirements for the internship must be submitted to instructors in a timely fashion or penalties may be imposed at the discretion of the instructor.