

## **MUSEUM STUDIES AT FLORIDA STATE UNIVERSITY INTERNSHIP CONTRACT**

Please complete this internship contract at the **beginning** of the semester in which you are interning. Return the completed and signed original to the Museum Studies Academic Coordinator. You should submit a copy to your internship professor of record, your museum studies advisor (if different from your professor of record) and your museum supervisor.

### **INTERNSHIP INFORMATION**

Student Name:

Local Phone:

Cell Phone:

Email @ FSU:

Alternate Email:

Emergency Contact Name:

Relationship:

Phone:

Internship Professor of Record:

Phone:

Email:

Internship Location:

Museum Supervisor's Name/Postition:

Phone:

Email:

Beginning Date:

Ending Date:

Semester Registered:

Number of Credit Hours:

### **INTERNSHIP PROJECT**

The project for the internship is determined through discussion with your professor of record. Depending on your departmental requirements, the project can develop from your museum internship and its specific responsibilities. It can be a research paper, exhibition design plan, museum education plan or some other museum-related undertaking. Please contact your museum studies advisor (if different from your professor of record) for questions regarding departmental requirements.

Please describe the type of museum internship project you will complete and what is required for completion. (Research paper, curatorial project, museum education project, etc.)

**STATEMENT OF EXPECTATIONS**

Museum Supervisor: Please discuss the main objectives and duties of the internship with the student before signing this form at the beginning of the internship. The statement below should represent an agreement between you and the intern regarding the expectations for the internship. (If the internship has a position description please attach it to this form.)

Student Signature Date

Professor of Record Signature Date

Museum Studies Advisor Signature (if different from your professor of record) Date

Museum Supervisor Signature Date

Museum Studies Academic Coordinator Signature Date

**NOTE:** Internships must be approved by the student’s museum studies advisor and is subject to final approval by the Academic Coordinator of the Museum Studies Graduate Certificate Program. This form must be completed and signed by both the museum supervisor and the intern and turned into the Academic Coordinator for review.

Although the above material requires the museum supervisor’s participation it is ultimately the intern’s responsibility to ensure that all appropriate paperwork reaches Museum Studies in a timely manner.