

Internship Contract

I, _____, have been accepted as a museum intern at _____ for the period _____. I agree to the following terms in order to earn USU credit.

I understand that I must log and have my museum supervisor sign off on all hours worked. I will keep a specific, detailed record of my hours.

Select one: I am undertaking this internship for credit as follows

45 hours = 1 credit

90 hours = 2 credits

135 hours = 3 credits

I understand that I am responsible for establishing my work schedule with my museum supervisor and adhering to that schedule.

I understand that it is my responsibility to communicate any changes in my plan or schedule *in advance* to my museum supervisor.

I understand that if my museum supervisor has difficulty getting in touch with me or if I am not consistent in my adherence to our agreed-upon schedule, my academic supervisor will be notified.

I agree to document my internship learning through a formal, final report on my activities, including the following.

- A description of the specific projects on which I worked and my role in these projects
- A bibliography of the resources I relied upon to do my work on these projects
- A reflection on my learning: what new skills, ideas, theories, or practices did I acquire or engage with?
- A sample of the work I did (for instance, a photograph of an installation, the text of a didactic, a series of catalog entries)

The report should be about 5-10 pages long in manuscript format (12 point TNR, double spaced, normal margins) and can include (outside the page limit) illustrations.

Signatures

Student

Academic Supervisor

Museum Supervisor