

Department of Anthropology, SIUE

ANTH 488 Museum Internship

Dr. Cory Willmott

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Course Description: This course is structured as a mentorship between the instructor and the student that may take: 1) within the Ethnology Museum Laboratory (EML), 2) within the University Museum (TUM), or 3) at an external museum site. The program and projects will be negotiated between the instructor and student. These projects will be designed in order to suit the mutual needs of the museum and student. Often, the instructor will have museum-related projects that need to be completed in the EML or TUM, while the student will have museum-related skills that need to be learned in an applied hands-on learning environment. When taking place off campus, the projects will be designed to suit the mutual needs of the student and the host institution. All projects will be professionally supervised.

The following components will be consistent for all students taking the course:

1. For every three credit hours, the student will commit at least 9 hours per week to the course, one of which may be designated as a meeting with the instructor or external supervisor.
2. The student will complete a weekly time sheet upon which he or she will document these hours and the progress towards project completion (see attached "Activity Sheet")
3. The instructor and/or external supervisor will commit at least one hour per week to the course (which includes both meeting and preparation time), and to devote time to teaching the skills agreed upon if undertaken at the EML or TUM.
4. The instructor or external supervisor and student will meet at least twice a month during the term.
5. The completed weekly activity sheets will compose 10% of the grade.
6. At the beginning of the term the instructor, student and external supervisor, if applicable, will mutually agree upon the project components upon which the rest of the evaluation will be based (see attached contract). The number and type of assignments will be appropriate to undergraduate level work.
7. All project components, weekly activity sheets, and external supervisor's report, if applicable, must be completed and turned in to the instructor at least one week before the end of term (not including exam week).

Course Goals:

1. To provide the student with the skills he or she is likely to encounter in the museum workplace (this includes procedural tools, such as data entry, artifact documentation, or stages towards mounting an exhibit, for example).
2. To provide the student with hands-on experience in a real-life museum context (in addition to skills employed in the museum profession, these learning objectives include dealing effectively with all the foibles of social interactions, administrative errors and academic challenges of the museum work environment).

3. To provide the student with a part of the internship experience necessary to qualify for entrance level positions in the museum industry.

POLICIES:

Grading:

The evaluative scale to be used in this course is as follows:

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0 - 59 = F

A = excellent; B = good to very good; C = satisfactory; D = less than satisfactory; F = failing.

ACADEMIC MISCONDUCT

Academic misconduct, including plagiarism and cheating, is described on p. 1 of the SIUE Student Academic Code (3c2). Academic Misconduct on an assignment, paper, test or exam will result in an F in the course. Please also familiarize yourself with the University policy on penalties outlined in the Code. The Faculty reserves the right to submit student work that is suspected of being plagiarized to internet sites designed to detect plagiarism.

Disability Support Services:

Students with disabilities are welcome in this course. Academic accommodations you may require must be arranged through SIUE Disability Support Services in Room 1270 Student Success Center (650-3726) and brought to my attention no later than the first week of term.

NOTE: No student can engage in the same museum project for more than six credit hours. In order to enroll in ANTH 590, students who have taken ANTH 488 must choose a different project location from that where they did their ANTH 488 internship(s), unless they completed only three credit hours on the project proposed for ANTH 590.

ANTH 488 - CONTRACT BETWEEN INSTRUCTOR AND STUDENT

Student Name: _____ Term: _____

Email: _____ Phone: _____

Faculty Mentor: _____ Email: _____

Institution in which internship will take place: _____

Address of institution: _____

Contact person: _____

Signature: _____ Date: _____

Phone number: _____ Fax number: _____

Email: _____

Projects to be Completed:

Percent:	Component Name:	Component Description:	Due Date:

I hereby agree to the evaluative components and their relative weights as stated above.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

ANTH 488 Activity Sheet**Name:** _____**Department of Anthropology, SIUE****Date:** _____

Weekday	Date	Activity or duties performed	Times	Number of hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Hours:				

Summary and Evaluation of This Week's Progress: