

## **Museum Internship Journal: Requirements and Guidelines**

Purpose: Students will keep a journal in which s/he records daily/weekly assignments and their results. For each entry, the intern is also required to write a paragraph or two to record 1) what s/he has learned from various assignments and 2) changes in her/his view of and new understandings of museum operations. Entries should be in a Word Document (or comparable text) format.

Each entry should use the following format:

Date: \_\_\_\_\_ Hours worked: \_\_\_\_\_

What were you assigned to do this week?

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What did you complete this week?

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Discuss any of the topics provided below as they relate to your assignments, experiences, and understanding of museum practices. You may add your own topics or observations as they relate directly to your work.

The following list provides a guide for the kind of information that should be recorded in the journal narrative.

In fulfilling your assignments, what differences have you experienced between the first weeks and those that followed? For example, challenges, accomplishments, problems, etc

What kinds of resources are available to you to accomplish your work? Are they sufficient?

How would you describe the general work atmosphere? Have you developed a sense of your co-workers and how they function within the work environment?

Are you achieving a better understanding of the mission as well as the goals and objectives of your company/organization?

Have you received any specific types of training and how does that relate to your work responsibilities?

If appropriate to your experience, what kinds of external professional contacts/relationships have you developed as a result of your work?

If applicable to your workplace, have you had the opportunity to learn about other department/areas in your organization?

Consider for the end of your internship:

Describe briefly what 'successes' you have achieved. What are you particularly proud of? Name any skills you have developed and how they might help you in the future.

If you were to evaluate your overall performance, how would you rate yourself?

Generally speaking, what have you learned about the museum practices in which you have worked over the last several weeks? How have these experiences begun to shape or influence your immediate future plans or ideas about your career or professional development? Is there any particular area of the museum profession in which you would like to become an expert?

Describe what goals or plans you might have that relate to this internship experience. These goals may be personal, career or educational.