

Internship Contract for UNSM Anthropology Division

ANTH ____ Internship in Collections Management

Goal: Your internship experience is designed so that you, the thinking student, can rapidly gain an insiders appreciation for the world of collection management and what is involved in being a successful museum professional who is responsible, responsive, competent, and ethical. We intend the internship to serve both on-the-ground needs in the University of Nebraska State Museum Anthropology Division but also to be sure that the student is exposed to many of the critical aspects of collection care and management.

Joint Expectations:

The internship is a minimum 150 hour experience. Copies of this document should go to all signatories.

UNL Expectations:

The student enrolls for 3 credit hours in ANTH _____ Internship in Collections Management. (Note: This is a course with no undergraduate counterpart and so meets Graduate School expectations for a graduate only course, counting toward the 8 credit hour requirement for graduate only courses.) Obtain the Call Number from departmental staff after all parties sign off on this document.

UNL expects three products: a portfolio, a daily journal of activities, and a final public presentation reporting on your experience.

I. Portfolio

1. Prepare a file of professional correspondence to include 2 of the following:
 - a. Scope of work
 - b. Rehousing Project Plan
 - c. Cataloging Project Plan
2. Rehousing Project Budget
 - a. Choice of collection or cases
 - b. Type of archival materials needed
 - c. Quantity and cost estimates
3. Interviews with any of the two of the following:
 - a. Exhibits Coordinator
 - b. Media Specialist
 - c. Educators
 - d. Other collection management professionals
 - e. Curators
 - f. Administration
4. Agency Organization

- a. Provide plan of organizational structure of the museum
 - i. What does each department do?
 - ii. How is the museum funded?
 - b. Participate in a staff meeting
5. Map or graph out the NAGPRA Process as implemented at the UNSM through discussion with the NAGPRA Coordinator
 - a. What initiates it?
 - b. Which individuals or agencies are involved?
 - c. How are they involved?
6. Likely at least one matter or issue of professional ethics will surface during your internship
 - a. Describe the issue
 - b. Organizationally, how does the firm/agency you are with deal with this and related issues? (formally? Informally?)
 - c. How was the issue resolved?

II. Journal: Maintain a daily Journal on your activities and reflections

1. What topics were covered/discussed?
2. Did any issues arise?
3. Log your hours for the day.

III. Presentation: Make a 30-45 minute public presentation on your internship experience

1. What did you learn in this experience?
2. What would you do differently?
3. What surprised you about the experience?

UNSM Anthropology Division Expectations:

The goal of the Anthropology Division is to teach interns the theory and process of collection management. You will be taught the basics of the day-to-day work of collection management as well as asked to explore the ethics and theory behind professional standards of collection management. Details of the scope of your internship will be discussed with your faculty supervisor before the beginning of your internship. Your museum and faculty supervisors will meet with you a second time halfway through your internship hours to ensure the internship is progressing on schedule.

I. Learning the Basics

1. As part of your internship you will learn the hands-on tasks of collection care
 - a. How to handle and move objects
 - b. How objects are stored

- c. How to rehouse and stabilize objects
- d. How objects are accessioned

II. Theory/Ethics

1. You will be asked to read some short articles as part of your internship. The readings will be provided to you and will come from museum textbooks including *Museum Registration Methods* (Buck and Gilmore) and *Preventive Conservation in Museums* (Caple). Readings will be related to the following themes:
 - a. Collection care basics
 - b. The purpose of collection management
 - c. Ethics of collection care
 - d. Collaboration with source communities

III. Cataloging

1. The majority of your internship will be spent cataloging objects. The set of objects to be cataloged is at the discretion of the museum representative.
 - a. Photographing objects
 - b. Measuring objects
 - c. How to properly describe an object for database purposes
 - d. Conducting condition reports
 - e. Entering information into the database

IV. Evaluation and Portfolio

1. Once your internship has been completed, you will be asked to provide documentation of your experience for the museum's records.
 - a. Evaluation. You will be asked to fill out a student internship evaluation form rating your experience. An evaluation by the museum representative of the student's performance will also be provided to the faculty supervisor.
 - b. Copy of your internship report/portfolio. Any research, budget, correspondence, ethics discussion, or exhibition documentation should be included in your final report to the museum representative.

By signing below, the signatories agree to the terms of the internship experience detailed below.

UNSM Representative (Print): _____

UNSM Representative Signature: _____ Date: _____

Graduate Chair (Print): _____

Graduate Chair Signature: _____ Date: _____

UNL Advisor (Print): _____

UNL Advisor (Signature): _____ Date: _____

Student Name (Print): _____

Student Signature: _____ Date: _____

Internship Period (Start/End Dates): _____ to _____

Student Emergency Contact Information:

Name: _____ Phone: _____

Relation: _____