

Museum and Gallery Education and Community Education Internships

INTRODUCTION

This handbook is to be used as a guide to inform and assist the internship students and the supporting institutions. The handbook explains the requirements so that all participants can work cooperatively and share the same expectations. Within this text, procedures are described and roles defined so that all involved can participate in the necessary interactions.

As part of the fourth year (usually the final semester), with the focus on establishing the practice of the emerging artist teacher, students will be expected to complete an internship in a museum, gallery, or community setting arranged with the assistance of a faculty member. The museum, gallery, or community internship provides a field-based setting for students and an opportunity for them to work with a museum, gallery, or community professional and a MassArt instructor and internship program supervisor to build skills and insights that will advance their knowledge of the museum, gallery, or community education profession. Internship experiences are an important consideration for prospective employers.

Students should complete the following courses as prerequisites before applying for a museum, gallery, or community internship. In some cases a student may have to pursue one of the courses concurrently with the internship:

Seminar IV: Creating Community
Seminar VI: Exhibitions

The internship is a cooperative experience between MassArt and an accredited museum, gallery, or institution. Students will begin by making observations and initiating a plan with the support of an institutional staff person(s) with whom they will be expected to work by modeling and integrating some of their own ideas. The student intern gradually assumes responsibilities and duties by performing agreed upon components of the on-site internship supervisor's program. Students are expected to do the following:

- Meet all course requirements
- Meet all museum, gallery, or institution requirements
- Meet with their internship program supervisor for seminar and individual meetings, as scheduled
- Complete an internship log of hours
- Keep a journal weekly
- Submit a portfolio and a digital copy
- Participate in the exhibition, including all activities at the end of the semester.

The student intern is expected to complete an 8 – 14 week cycle at the internship site, in accordance with the Massachusetts College of Art and Design internship requirements of between 108 hours and 280 hours.

INTERNSHIP PLACEMENT PROCEDURES

The Art Education Department, recognizing the importance of the task of assigning interns to internships, has designated a faculty member to work with students to create the best possible match. This placement coordinator attempts to respond to particular requests and looks for appropriate museums, galleries, institutions, institutional partnership programs, and community-based programs that best correspond with student requests. Students must work through the internship placement coordinator in order to receive an official internship assignment.

Students must earn a grade of B- or better in all prerequisite Art Education courses in order to intern.

The geographical area in which a student can be placed extends from MassArt to Route 128 and is expanded in areas where Route 128 is closer to Boston. There is also the possibility of a placement near the home location of one of the MassArt supervisors.

Students are expected to adhere to deadlines for internship placement, as directed by the placement coordinator. The college works directly with the institution in screening or selecting students for internships. The museum, gallery, or institution will have the discretion and responsibility to decide whether and to whom to offer an internship. Students must follow the protocol established by the museum, gallery, or institution for additional requirements. Any student who decides not to intern must notify the internship placement coordinator as soon as possible.

Since the intern is a volunteer who works with children, a CORI (Criminal Offender Record Information) check may be required by the museum, gallery, or institution.

Some interns may choose to take and pass all components of the MTEL (Massachusetts Tests for Educational Licensure) in order to student teach during the next semester.

THE INTERN

The intern is expected to work cooperatively with the placement coordinator, the MassArt program supervisor, the seminar instructor, the museum, gallery or institution representatives, and the on-site internship supervisor(s). Student interns are representatives of the Art Education Department of MassArt and are responsible for presenting themselves and working in a professional manner at all times. From this internship students will gain invaluable experience and the opportunity to learn from a professional and mentor engaged in the field. Students will define their internship goals and objectives by working with their MassArt supervisor. Intern students will begin with observations, and through support of an institutional staff person(s) they will be expected to assist and model, integrate some of their own ideas through the planning and presenting of lessons, and gradually assume responsibilities to perform the components of the on-site supervisor's program or a partnering community-based program. It is expected that student interns will be directly engaged and acquire the practical experience necessary to enter a career in the areas related to this field.

The internship experience begins the building of professional relationships and credentials. It provides an opportunity to put into place the learning you have experienced at MassArt and your teaching philosophy and to explore opportunities to work with students, in most cases outside of school time, in a variety of environments. Student interns are afforded the chance to experience various aspects of working in the education department of a museum or gallery, to assist and develop partnership programs, or to teach art to children in the community or in unique situations.

The internship should be one in which the intern is directly supported and supervised. Interns should not work completely independent of a supervisor. The primary focus of an internship needs to be art-related, with direct teaching responsibilities, and not one in which non-art related office, clerical, and clean-up duties predominate.

The intern contact hours are used for the following purposes:

- Teach students
- Recruit students (if applicable)
- Coordinate with on-site supervisor(s)
- Meet with the administrator of the program (if applicable), the on-site supervisor, and the MassArt supervisor to discuss progress
- Prepare and manage art supplies
- Maintain the teaching environment

The student will earn three college credits upon successful completion of the internship.

RESPONSIBILITIES OF THE INTERN

- 1) Intent to Intern
In some cases you may be asked to submit a written request to the placement coordinator for consideration and site selection, with a description of the intended internship.
- 2) To contact the internship site at the appropriate time
Make arrangements to meet with the on-site supervisor(s) to discuss specific expectations about what you hope to learn and do and to develop a proposal. (See Internship Proposal guidelines)
- 3) Act as a professional
You are no longer in the role of a student but are assuming a role as part of a museum, gallery, or institution. Follow the example of the internship supervisor or look to the guidelines for the employees. Use your MassArt email address and a professional sounding voice mail message.
- 4) Submit your proposal to your MassArt supervisor
Your supervisor will review it and offer feedback. Before implementation, your on-site supervisor needs to review and discuss your proposal with you. You need to make any necessary changes and resubmit the proposal to your MassArt supervisor.
- 5) Meet with the museum, gallery, or institutional supervisor
You are to arrange a meeting with the on-site supervisor and MassArt supervisor to finalize the proposal and sign the Internship Agreement form.
- 6) Hand in a written lesson/unit plan before teaching each class or group
Email it to your MassArt supervisor ahead of time for review and have a copy ready to give to him or her before each observation.
- 7) Assume responsibility for the management of your on-site facilities
This includes room care, clean-up and use of supplies. The on-site internship supervisor will remain responsible for the site and the students and should be readily accessible.
- 8) Coordinate appointments
For your MassArt supervisor to conduct observations in conjunction with your on-site supervisor's schedule.
- 9) Provide your MassArt supervisor and your on-site supervisor with your schedule
Your internship needs to mesh with your courses, internship seminar, and individual meetings.

- 10) Be punctual – always
If you are going to be absent, you need to notify the on-site supervisor as soon as possible. If an observation has been scheduled, you need to call your MassArt supervisor to cancel as well.
- 11) Maintain a log sheet of hours as documentation of meeting the internship requirements
Submit the log sheet at the end of the semester as part of your records for your file in the Art Education office. (See Internship Log of Hours form in the appendix.)
- 12) Keep a required journal of your internship experience
This will assist you with developing your portfolio. Email the entries weekly according to the schedule arranged with your MassArt supervisor. (See Internship Journal guidelines)
- 13) Take initiative with and responsibility for your internship
Carry out your proposal and take an active role to explore and demonstrate your future capabilities. Your on-site supervisor and your MassArt supervisor are available to you for questions and assistance. Feel free to ask for their help rather than allowing a situation to get out of control.
- 14) Use MassArt resources for continued support as necessary for your success
The teaching faculty, the library, and student facilities are all available to you. College policy states that equipment (cameras, projectors, potter's wheels, etc.) cannot be loaned for use.
- 15) Familiarize yourself with policies, regulations, emergency procedures, and other matters at your internship site
- 16) Ask for a recommendation for your applications for employment
Before you leave your internship, request a letter of recommendation from your on-site supervisor, as a more descriptive and accurate recommendation is possible at this time, and this can be a critical element in securing a position after graduation.
- 17) Write thank-you notes to all who have helped you in your internship endeavor
- 18) Assemble a quality portfolio
Include a digital copy. A professional in the field reviews the portfolio and provides you with written feedback and an opportunity to talk to him/her in person.
- 19) Select a sampling of the best artwork produced by the students you taught, for display in the Arnheim Gallery exhibition at the end of the semester
It will be your responsibility to pick up the work, prepare and hang it, attend the reception, and return the work to the participants. Additional responsibilities may also be included as necessary.

ON-SITE INTERNSHIP SUPERVISOR

The on-site internship supervisor works collaboratively with the MassArt student intern and the MassArt supervisor as part of a team, to facilitate the best possible internship for the intern. The role of the on-site supervisor is to provide on-site guided experiences that assist the intern with the application of learning from his/her coursework at MassArt.

The on-site supervisor of the intern must meet the following requirements:

- Be a working professional in the field
- Provide support and supervision of the intern in conjunction with the MassArt supervisor
- Present a learning environment in which the intern has access to learners and the opportunity to teach
- Give oversight and feedback regarding teaching throughout the internship
- Be available to meet with the intern and the MassArt supervisor.

This feedback will consist of two on-site progress meetings with the student, the on-site supervisor, and the MassArt supervisor. The on-site supervisor may, but is not required to, act as a reference for the student for future employment.

The internship must include responsibilities for teaching in a museum, gallery, or community setting. An internship in which non-art related office, clerical, or sales duties predominate will not be approved as an internship for academic credit.

The internship must take place at the institutional site or off-site sponsored community program with support and supervision as described above. Independent work without supervision cannot be approved as an internship for which academic credit will be awarded.

The student is expected to complete an 8-14 week cycle at the internship site in accordance with the MassArt internship requirements of between 108 and 280 hours. A student intern typically works 10 hours per week for approximately 12 weeks. It is advised that the number of hours per week and the length of the internship be kept within these limits. Additional workloads will not be approved for additional academic credit.

The on-site supervisor will be required to evaluate the student twice during the semester and submit a written final assessment at the conclusion of the internship. A mid-semester and final meeting with the MassArt student intern, the on-site supervisor, and the MassArt supervisor will take place on-site for the mid-term and final evaluations. The mid-term and final written evaluations will be placed on file in the Art Education Department student folder.

Both in its selection of a student for the internship and in its supervision of him/her, the on-site supervisor and museum, gallery, or institution will have sole responsibility for complying with applicable state and federal laws, including those that prohibit discrimination and that govern health and safety standards.

Massachusetts College of Art and Design recognizes the value of the museum, gallery, and institutional on-site supervisor in the preparation of an intern to enter museum, gallery, and community educational fields. The Art Education Department welcomes suggestions for the continuation of joint ventures and additional ways of developing connections between the museum, gallery, or community programs. This feedback should be directed to the MassArt internship program supervisor.

INTERNSHIP PROGRAM SUPERVISOR

The MassArt internship program supervisor is also an instructor, who assists the intern in developing the content of the learning experiences. The MassArt supervisor works with the student and the on-site supervisor in assuring that the learning objectives are in line with the goals and objectives of the museum, gallery, or institution. This takes place during the individual advising meetings and seminar at MassArt throughout the semester, according to an established calendar.

The MassArt supervisor, the student, and the on-site supervisor meet once before the internship commences to confirm the goals and objectives for the internship, once at mid-term to evaluate the progress of the internship, and once at the completion of the internship to discuss the overall experience.

The MassArt supervisor meets in a seminar setting with the internship students to discuss how well the students are meeting the objectives of the internships. Individual meetings also take place throughout the semester by appointment, as necessary.

The MassArt supervisor observes the student a minimum of five times over the semester to provide feedback on the meeting of objectives and goals of lessons, teaching methods, organization of materials, use of the teaching environment, and the relevance of lessons to the museum, gallery, or institution and the learning population served.

Once a week the student furnishes the MassArt supervisor with an electronic journal entry. The MassArt supervisor establishes a schedule and responds to the entries. This typically occurs via email.

The MassArt supervisor works with the student intern to develop a portfolio and one exact digital copy to be submitted at the completion of the semester. The portfolio contains lessons/units and photo documentation with explanatory captioning, as well as the student's resume and examples of his/her artwork. The student intern's grade is determined by the MassArt supervisor after considering many factors. Consult the course syllabus for additional grading information.

INTERNSHIP PROPOSAL

During the early advising meetings the needs of the museum, gallery, or institution where the intern will be working are considered and discussed in relation to the intern's interests. This dialogue leads to a proposed project/program for the museum, gallery, or institution. The intern will submit a 2-3 page proposal for the internship that details the involvement and explains what the intern hopes to accomplish in the project. This proposal should include the following:

- 1) Briefly describe the museum, gallery, or community organization, its purpose and program.
- 2) Describe the specific opportunity or need addressed by the proposed project or the expansion of an established project/program.
- 3) Describe the target population/group with whom you will work and include the factors that entered into your desire to work with this group (e.g. young people at risk, adolescents with developmental issues, museum and gallery participants, families). Specifically, why do you feel attracted to this group?
- 4) Describe the goals for the proposed program and how the participants will benefit. What do you hope to accomplish?
- 5) Why is this museum, gallery or institutional setting the best site for the project/proposal?
- 6) What will you cover during the time frame? How will you teach it?
- 7) What are the roles and responsibilities of the program participants?
- 8) If applicable, describe your plans to recruit and retain participants for the program. How many participants do you intend to serve?
- 9) What are the major challenges you face in implementation of the project/proposal? What strategies will you put in place to meet the challenges?
- 10) How will you assess the outcome, the quality of the project/program? Student accomplishment?
- 11) Describe how you intend to document the project for the exhibit and for your portfolio?

The next step is to discuss the proposal with your MassArt supervisor for suggestions and then make revisions. A meeting should follow with the designated on-site supervisor at the museum, gallery, or institution. Any additional proposal modifications should be

made at this time. The site contact receives a copy of the Internship Agreement document, and all will review, agree, and sign. All will receive copies of the agreement, and one copy will be placed on file in the student folder at MassArt. (See Internship Agreement document in Appendix.)

INTERNSHIP JOURNAL

The journal serves as a reflection tool, an ongoing conversation between the intern and the MassArt internship instructor/ program supervisor, and it is confidential. It is a forum for what is going well, what is not going so well, and for questions and concerns. Through this dialogue, the intern will be offered praise, support, and suggestions. Questions will be answered or the intern will be directed to resources that will assist in acquiring needed answers.

CHECKLIST for journal entries:

- Observe and report about interactions with students in your internship placement
- Examine and use suggestions of the on-site internship supervisor and/or develop strategies of your own for optimal instruction and learning by students
- Communicate what students will know and be able to do at the end of the upcoming instruction (i.e., your objectives)
- Use methods and suggestions offered by your MassArt supervisor, on-site supervisor, peers, and others
- Make connections from previous work (transitions) and integrate information into the context of new work
- Comment on the quality and quantity of work, appropriate work habits and work procedures, business and housekeeping routines and interpersonal behavior
- Write observations, "From my observation of _____, I think"
- Record anecdotal information such as policies of the program, dealing with staff members, administration, rules and regulations, parent concerns, etc.
- Note case histories, especially students with LD issues, "I won't give up on_____. I am trying ..."
- Test ideas through lesson plans and unit plans
- Include copies of lesson plans and/or unit plans for review before teaching

- ___ Revise lesson plans and/or unit plans taught; show assessment of your teaching and of students' response to the lesson (If you were to teach this again, what would you do differently or how would you adapt it for another group or create extensions for those who didn't understand or finished early? How could you expand or connect the lessons to develop a unit or part of a curriculum?)
- ___ Comment about the evaluation of student work
- ___ Self-evaluate
- ___ Explore ramifications for future projects
- ___ Develop and refine ideas for the portfolio to create a comprehensive collection of your experiences

INTERNSHIP PORTFOLIO

Interns present their portfolios at the conclusion of the internship as they prepare to seek employment. The portfolio demonstrates professional competencies for career possibilities in museums, galleries and community education. The student also presents himself/herself as an artist, and the portfolio reflects each student's best and unique capabilities. The portfolio is organized in an appropriate format and is expected to be of the highest professional quality, to be utilized in the interviewing process. The portfolios are reviewed by peers in the last class of the semester, the MassArt supervisor and seminar instructor, other Art Education faculty, and an outside professional in the field of museum, gallery and/or community education, invited by the department. Interns should submit one exact digital copy of their portfolio as part of their final requirements.

REQUIREMENTS FOR THE INTERNSHIP PORTFOLIO

- 1) A format that is reflective of personal style with a professional appearance, that is organized, transitions well, flows, connects, and is easy to navigate. The portfolio should be aesthetically pleasing and demonstrate evidence of attention to detail.
- 2) The structure should include a title page, table of contents, introduction to your internship site, your philosophy, and a header for each section. The portfolio is documented evidence of the internship. Include: photographs with captions of you working with the students and of artwork by the students, lesson/unit plans, and tools used for assessment.
- 3) Include any other documentation that is relevant to the experience that demonstrates and supports community engagement; describes the success of the internship; articulates program goals and objectives, any reasons for proposal changes, and the impact on the museum, gallery, or institutional participants.
- 4) A synthesized unit or small number of lesson plans should be included in the body of the portfolio, with complete support materials and cited references and resources that informed the project as an addendum.
- 5) A resume, artist statement, and personal artwork should also be included. The portfolio will be returned to you at the completion of Portfolio Day. You should submit one exact digital copy to the Art Education Department designee for future reference and use by the department.

REQUIREMENTS FOR THE EXHIBIT

Selected artwork produced by the students taught will be displayed in the Arnheim Gallery. Your responsibilities include preparing and hanging the work, attending the reception, participating in all activities of Portfolio Day, and returning artwork to the participants at the designated time. Additional responsibilities related to the gallery, reception, and Portfolio Day may also be required as necessary.

The Exhibition

The Arnheim Gallery exhibit is an opportunity for museum, gallery, and community interns to show evidence of their teaching through an exhibition at the end of the semester. Each intern selects wall space, dividers and pedestals to showcase student work. Because the nature of museum, gallery, and community teaching situations can vary, you must find the most suitable format for presenting your students' learning. For example, prior interns have worked with students in health care environments where confidentiality is required. Interns have made copies of work and not included learners' names or used only first names in the display. Follow the institution's guidelines to acquire permission to exhibit student work.

Wall text and labels are essential for communicating to the public about the nature of the project/program. The most important aspect of the exhibition is to highlight the artwork; yet, some explanation of the goals for learning in the form of careful documentation is necessary and helpful to the viewer.

Carefully selected pieces, following the guidelines and placement procedures, make for a high quality show. You are expected to hang the work with precision and prepare signage according to provided criteria. The choice of appropriate hanging materials (nails, pins, etc.) is important.

Museum, gallery, and community interns must coordinate with the MassArt internship instructor and program supervisor in order to receive dates for hanging the show, space allotment plans, and hanging and dismantling instructions, along with gallery requirements, including repair, maintenance, and painting. After the show is dismantled, work needs to be returned to the internship site as soon as possible.