



INFORMATION ON ANTHROPOLOGY/MUSEUM TRAINING INTERNSHIPS FOR SPONSORING ORGANIZATIONS

1. *Purpose:* The internship component of GW's graduate program in anthropology offers students the opportunity to apply in a museum environment knowledge learned through formal instruction. Such an experience is intrinsically educational and at the same time provides the best bridge to professional development.
2. *Scope of Duties:* When a museum agrees to accept an intern, it appoints a qualified person as intern supervisor. This supervisor and the intern then agree upon the expectations for the internship and these are recorded on the attached "Statement of Expectations." This statement is forwarded to the GW Department of Anthropology. Besides this, interns must submit a paper to the Museum Training advisor at the conclusion of the internship, and need to confer with him about this early in the semester.
3. *Length:* Students usually register for 3 or 6 credit hours of internship training at a particular museum. To complete a 3-credit internship, the student should devote a total of 160 working hours, or equivalent, under the direction of the assigned internship supervisor. A 6-credit internship requires double that time. The student's work schedule is negotiated directly with the supervisor.
4. *Evaluation:* The University requires a final evaluation letter from each intern supervisor, which should include a recommendation for the student's grade (A to F). A "Final Evaluation of Internship" form is provided for convenience. Formal assignment of grades is done by the Museum Training advisor, and will take into account the paper the student submits to that advisor as well as the internship work. If the project is not complete at the end of the semester, the student is normally assigned a grade of *IPG* (In Progress), rather than *I* (Incomplete). In either case, there should be an agreed-upon timetable for completion of work, and the internship supervisor should confer with the Museum Training advisor.
5. *Compensation:* After the successful completion of an internship, the museum is entitled to compensation in the amount of fifty percent (50%) of tuition payments received for the internship. Such payments are made to help defray instructional costs and may be used in any manner the museum deems appropriate. Payments cannot be made for students who receive grades of In Progress or Incomplete until those are changed to regular A-F grades.
6. *University Contact:* All questions and correspondence should be directed to:
 - a. Jeffrey Blomster
Advisor, Museum Training Concentration
Department of Anthropology
2110 G St NW
Washington, DC 20052
Tel.: (202) 994-4880
E-mail: blomster@gwu.edu

STATEMENT OF EXPECTATIONS

(to be signed by both the supervisor and the intern)

Describe the expectations for this internship, specifically noting the process of orientation, major activities, and final products. (Supervisor: Please discuss this statement with the intern. Before the internship begins there should be essential agreement about expectations).

Supervisor

Date

Intern

Date

INTERNSHIP CHECKLIST AND TIMETABLE

Intern's Name: _____ ID: _____

Institution: _____

Supervisor's Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

Beginning Date: _____ Ending Date: _____

DOCUMENTS REQUIRED OF SUPERVISOR

- Statement of Expectations (at start of internship)
- Final Evaluation of Internship (at completion of internship)

Please note that it is important to submit your final evaluation on time since we cannot award a final grade to the student without it, nor can we forward compensation to the museum.

Thank you for your cooperation.

Required documents should be sent to:

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FINAL EVALUATION OF INTERNSHIP

Intern: _____ ID: _____

Institution and Division or Office: _____

Museum Supervisor: _____ Phone: _____

E-mail: _____ Semester: _____ No. Credits: _____

Overall Evaluation of Performance:

Recommended Grade (A-F): _____

This final evaluation should be submitted as soon as possible, but at any rate no more than two weeks after the last day of the internship.