

# Museum and Exhibition Studies Internship Placement Form

Please complete this form and return it to Becky Fall (rfall@uic.edu) prior to beginning your internship.

**Name:** \_\_\_\_\_ **UIN:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

\_\_\_\_\_

**Internship Address:** \_\_\_\_\_

\_\_\_\_\_

**Supervisor at Internship:** \_\_\_\_\_

**Duration of Internship:** \_\_\_\_\_ to \_\_\_\_\_

**Anticipated Duties and Projects:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MUSE Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **MUSE Internship Requirement:**

To gain professional experience students are encouraged to complete an internship during their two years. Internship sites and projects must be approved by MUSE prior to the start date. At completion, the intern supervisor will submit an evaluation letter, which students are responsible for securing. Students must also complete a five-page reflection on the internship experience to receive credit; this should be delivered to the MUSE director, Therese Quinn (thereseq@uic.edu) or Graduate Academic Advisor, Becky Fall (rfall@uic.edu). Students register for the four-credit course AH 582 in the fall or spring semester during which they intern (or before, for summer internships).

