

Prior to Hosting a GW Museum Studies Intern:

- Keep in mind that an internship is an educational experience
 - Museum Studies students are bringing graduate level knowledge (and often museum internship experience at the undergraduate level) and hope to apply what they are learning in the classroom
 - The intern will need supervision, feedback and guidance
 - The intern will be paying graduate level tuition for this experience
 - We do ask for a copy of the supervisor's CV or resume so that we can see the experience and background of their onsite "educator"
- Internships need to be graduate level
 - Internships consisting totally of filing, answering phones, making copies are not acceptable for graduate level credit
 - Internships should revolve around collections management, administration, education, or exhibition development projects
- For some students this is their first "professional" experience
 - Being clear about general expectations and what office policies are important
 - Although interns can take on a lot of responsibilities and be very helpful for the museum, they should not have the same expectations of employees – they are there to learn and the internship supervisor should have reasonable expectations for the work
- If you have an opportunity that you'd like to advertise, please email it to the Internship Coordinator (muse@gwu.edu)
 - Internship Opportunities should include: a description of the work, any deadlines to apply, how to apply, and who to contact with questions
 - Many students start looking for internship about 2 months prior to the start of a semester, so sending your announcement early can be helpful