

## **Things to consider during an internship:**

- Paperwork and approval from the GW Museum Studies Internship Coordinator is required for the student to receive academic credit
  - The Internship Supervisor and the student will need to submit all of the paperwork for approval either before the internship starts or within the first week of the internship
  - Once approved, you will receive an email from the Internship Coordinator letting you know that the internship has been approved for credit
- Plan to meet with your intern regularly
  - Checking-in on projects, giving feedback, and answering questions are all an important part of the internship learning experience
- Be prepared to submit evaluations of the intern
  - A Mid-Term Evaluation should be submitted to the Internship Coordinator, once the student has complete 130 hours
  - A Final Evaluation should be submitted to the Internship Coordinator, after the internship has concluded (usually within 2 weeks of the internship ending)
- Keep in touch
  - Any questions, concerns, or comments are welcome and we encourage you to email the Internship Coordinator ([muse@gwu.edu](mailto:muse@gwu.edu))