



INDIANA UNIVERSITY
**MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY**

Summer/Fall 2020 Practica Information

**Enrollment information for AADM Y550, ANTH X476,
ANTH A576, FOLK X476, FOLK F803, HIST X473,
and ILS Z605**

Applications will be accepted
until positions are filled.

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Practica/Internship Opportunities

Practica and internships at the Indiana University Museum of Archaeology and Anthropology provide students with opportunities to gain hands-on work experience in museums while earning academic credit through Indiana University's Program in Arts Administration, Department of Anthropology, Department of History, Department of Folklore and Ethnomusicology, and the Department of Information and Library Science.

Museum practica/internships must be arranged with museum personnel, and authorized by the faculty of record for the specific practicum/internship course prior to registration.

To apply for a practicum/internship at the IUMAA, please review the following listings, and then submit a completed application (at the end of this document) to the appropriate departmental supervisor for an interview. Application will be accepted until the positions are filled.

Select candidates will be interviewed and must receive endorsement from the appropriate museum supervisor in order to enroll in the course.

After obtaining endorsement, the student must obtain authorization from administrative staff or the faculty of record, as follows:

Students wishing to enroll in AADM Y550 should contact SPEA for authorization for enrollment.

Students wishing to enroll in ANTH X476, ANTH A576, FOLK X476 should contact Jason Baird Jackson (jbj@indiana.edu), for authorization for enrollment in those courses.

Students wishing to enroll in ANTH X476, ANTH A576, FOLK X476 should contact Jason Baird Jackson (jbj@indiana.edu), for authorization for enrollment in those courses.

Students wishing to enroll in HIST X473 should contact History Department internship coordinator Susan Ferentinos (sferenti@indiana.edu) for authorization for enrollment in that course.

Students wishing to enroll in ILS Z605 should contact Information and Library Science for authorization.

Special Note: The Allen Whitehill Clowes Internship is a paid internship available during the fall, spring, and summer semesters. For more information, see <https://mathersmuseum.indiana.edu/student-info/clowes.html>

Requirements

Required Orientation and Capstone Event

All students earning academic credit at the museum through practica/internships are required to attend a student orientation each semester. Orientation for Fall Semester 2020 is Friday, August 28, 4:30-6 p.m. During this orientation, introductions will be made, paperwork will be filled out, safety and security will be discussed, and a building tour will be given.

On Friday, December 11, 4:30-6 p.m., students are required to participate in a Capstone event, and each student will present brief talks on their experiences working at the museum. These talks can focus on what you've learned about yourself, how you see this experience relating to your future professional life, what you learned about a particular artifact or place, or other information that demonstrates/explains your experience at the IUMAA. Participation in both the entry and exit events is required and critical.

Work Schedule

Students must provide to their supervisors a set work schedule at the beginning of the semester. If possible, work should be scheduled in time blocks of three hours or more.

Grading

All practicum hours must be completed during the semester you're enrolled in order to earn a passing grade. Grades are raised or lowered based on the quality of practicum work and your adherence to museum policies and procedures.

All students must participate in the Capstone event, which will require a brief talk/presentation. The Capstone talk/presentation is 15% of the total practicum grade; the remainder of the grade is based on practicum work performance. Please check with your departmental supervisor for more specific guidelines.

Requirements

Hours

The required number of practicum hours worked per week at the IUMAA varies according to the number of credit hours of ANTH X476, ANTH A576 FOLK X476, FOLK F803, FOLK X402, FOLK F802, or HIST X473 the student is enrolled in, and the semester of enrollment. Please review the table.

AADM Y550 students must complete 50 hours of work at the IUMAA, and an additional 100 hours at two other institutions. Students enrolled ILS Z605 must complete 60 hours on site for each credit hour earned.

Credit Hours	Fall / Spring	Summer 1 / Summer 2	Total
1	3 hours per week for 15 weeks	7.5 hours per week for 6 weeks	45 hours per semester
2	6 hours per week for 15 weeks	15 hours per week for 6 weeks	90 hours per semester
3	9 hours per week for 15 weeks	22.5 hours per week for 6 weeks	135 hours per semester
4	12 hours per week for 15 weeks	30 hours per week for 6 weeks	180 hours per semester
5	15 hours per week for 15 weeks	37.5 hours per week for 6 weeks	225 hours per semester
6	18 hours per week for 15 weeks	45 hours per week for 6 weeks	270 hours per semester

Archival and Photograph Practicum



Supervisor

Ellen Sieber, Chief Curator of MMWC Collections and
Matt Sieber, Manager of Exhibitions
Contact: esieber@indiana.edu; msieber@indiana.edu

Credits / Prerequisites

Students may take 2 to 4 credit hours of practicum per semester. Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a collections research practicum will be interviewed and must have permission to register.

Qualifications

Students interested in an archival and photograph support practicum should have careful and responsible work practices and a commitment to accuracy. They should also have good computer skills, including data entry and scanning experience.

Duties

Students taking a photograph and archival support practicum will be expected to:

- Follow set procedures for working with archival or photographic materials
- Create paper records of work as instructed

Students taking a photograph and archival support practicum may be expected to accomplish the following, depending on the project(s) undertaken:

- Gather and develop information about photographs or archival materials
- Scan original photographs or archival materials according to set procedures
- Accurately enter information into databases
- Proof database entries
- Prepare proper storage formats for digital documentation

Archival and Photograph Practicum Angel Mounds Legacy Collection

Supervisor

Melody Pope, Curator of GBL Collections
Contact: mel pope@iu.edu

Credits

Students may take 1 to 3 credit hours of practicum per semester with permission of instructor.

Qualifications

Students interested in an archival and photograph support practicum should have careful and responsible work practices and a commitment to accuracy. They should also have good computer skills, including data entry and scanning experience.

Duties

Students will be expected to:

- Rehouse paper records following archival standards and procedures; complete finding aid for the Angel Mounds excavation records for 1939–1983
- Complete photographic catalogue and digitization of images from Angel Mounds excavations 1939–1983
- Prepare proper storage formats for digital documentation

Archival and Photograph Practicum GBL Legacy Archaeological Collection

Supervisor

Melody Pope, Curator of Collections
Contact: melpope@iu.edu

Credits

Students may take 1 to 3 credit hours of practicum per semester with permission of instructor.

Qualifications

Students interested in an archival and photograph support practicum should have careful and responsible work practices and a commitment to accuracy. They should also have good computer skills, including data entry and scanning experience.

Duties

Students will be expected to:

- Digitize paper photographic logs from GBL expeditions
- Complete photographic images by project and link to photographic logs
- Prepare proper storage formats for digital documentation of photographs in the image catalogue

Archival Digitization Internship

Supervisor

Kelsey Grimm, Librarian
Contact: ktemmons@indiana.edu

Credits

Internships (ILS-Z605) are normally 3 credit hours per semester for a total of 180 hours of work. ILS students are expected to have completed 18 credit hours of work prior to interning. Students will be interviewed and must have permission before registering.

Qualifications

Students interested in gaining experience digitizing records and conducting basic bibliographic research should have an attention to detail and good computer skills. Preferred knowledge of EAD creation, XML language, Photoshop, Excel, and Word.

Duties

Students will be digitizing portions of the Great Lakes-Ohio Valley Ethnohistory collection. Basic responsibilities include:

- Digitizing correspondence, travel records, and other publications
- Basic archival processing of physical documents for conservation purposes
- Writing item-level description of digitized documents for finding aid
- Creating an online bibliography of sources

Collections Management Practicum

Supervisor

Ellen Sieber, Chief Curator of MMWC Collections
Contact: esieber@indiana.edu

Credits/Prerequisites

Students may take 2 to 4 credit hours of practicum per semester.

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a cataloging practicum will be interviewed and must have permission to register.

Qualifications

Students interested in a collections management should be efficient, organized, and able to pay close attention to details. They should also have good computer skills and legible handwriting. They should also be flexible and able to shift tasks as needed.

Duties

Students taking a collections management will be expected to:

- Learn and understand record-keeping systems at the museum
- Learn and follow proper methods of handling artifacts
- Record artifact movement as instructed
- Follow proper procedures for inventory and labeling
- Other tasks as they arise

Registration Assistant Practicum

Supervisor

Theresa Harley-Wilson, Registrar
Contact: tharleyw@indiana.edu



Credits

Students may take 1 to 4 credit hours of practicum per semester.

Qualifications

Students should be efficient, organized, flexible, and able to pay close attention to details. They should also have good computer, reasoning, and writing skills. An interest in learning about and working with collections documentation systems is desirable.

Duties

Students will be responsible for a variety of duties, which can include:

- Generating receipts and legal documents for artifacts entering and exiting the museum (both acquisitions and loans) adhering to procedures outlined in Registration Department handbook
- Accurately and timely entering of data into appropriate databases
- Troubleshooting discrepancies found in collections records
- Safely handling artifacts per museum guidelines
- Recording condition of artifacts on standard report form
- Packing/unpacking artifacts and documenting packing
- Other projects as the need arises

Because the nature of registration is both varied and cyclical – and many departmental activities are tied to exhibits, incoming and outgoing loans, and other museum programming – projects will be assigned throughout each semester as needed. Students will be responsible for both ongoing and short-term assignments with specific due dates.

Inventory Support Practicum

Supervisor

Theresa Harley-Wilson, Registrar
Contact: tharleyw@indiana.edu

Credits/Prerequisites

Students may take 1 to 4 credit hours of practicum per semester. Introduction to Museum Studies (A403) or previous museum experience is useful, but not required.

All students who wish to enroll in an inventory support practicum will be interviewed and must have permission to register.

Qualifications

Students interested in an inventory support practicum should have careful and responsible work practices, and a commitment to neatness and accuracy. Because they will be working closely with the collections, they should have an interest in experiencing the physical nature of artifacts of material culture and learning about handling, storage, and environmental best practices in collections management.

Duties

Students will be responsible for a variety of duties, which can include:

- Safely handling artifacts per museum guidelines
- Inventorying sections of the collection following museum procedures and recording data collected so that it can be easily read and transcribed
- Troubleshooting discrepancies found during inventory
- Accurate and timely data entry associated with inventory
- Making certain that artifacts are neatly stored per museum guidelines
- Other projects as the need arises

The museum has a fiduciary responsibility to achieve and maintain an accurate accounting for all collections. Inventory is an ongoing function that is essential to meeting this responsibility. The Registrar will assign storage sections to be inventoried and will generate the forms that the students will be required to complete. Students will interact with artifacts from throughout the world and will gain experience in museum artifact numbering and storage systems.

Photography Practicum

Supervisor

Matthew Sieber, Manager of Exhibitions
Contact: msieber@indiana.edu

Credits/Prerequisites

Students may take 2 to 4 credit hours of practicum per semester, depending upon supervisor's approval. Experience in any or all of the following areas is useful but not necessary:

- Scanning photographs and storing digital information
- Studio and lighting experience
- Experience with fully-manual digital cameras
- Experience with 35mm, 4" x 5", and other types of negatives

An interview is required, including portfolio review or samples of previous printing work and/or digital work.

Qualifications

Students interested in photography practica should be efficient, organized, motivated, able to pay close attention to details, and possess very good printing skills.

Duties

Depending upon projects undertaken, students taking a photography practicum will be expected to:

- Familiarize themselves with museum policies and procedures as related to photography
- Work in the graphics lab or collections workroom digitizing the museum's collections of historic photographs and/or negatives
- Learn proper handling of artifacts, including historic negatives and prints
- Keep careful records of the work
- Work in the studio photographing various artifacts as needed in digital format

Education Project Practicum

Supervisor

Sarah Hatcher, Head of Programs and Education
sahatche@indiana.edu

Credits/Prerequisites

Students may take 1-3 credit hours of practicum per semester. Introduction to Museum Studies or previous museum experience is strongly recommended. Coursework or experience in one or more of the following is advantageous: education, art education, anthropology, history, art history, or folklore.

Qualifications

An education practicum student should like to learn and teach and enjoy working with people of all ages and socioeconomic statuses. Strong writing and research skills are required. Familiarity with educational methodology and formal and informal learning principles a plus. Experience in graphic design is advantageous.

Duties

Assist in the development and implementation of programs and projects that further the mission of the museum. Past projects have included curriculum packet development, the creation of family guides and other gallery materials, and research into student use of leisure time. Potential students may propose a project or join in on work already in progress.

Students should be willing to speak in public and interact with the public as all members of the education team may be called upon to serve in visitor services roles.

Facilities Practicum

Supervisor

Kelly C. Wherley, Facilities Coordinator
Contact: kwherley@indiana.edu

Credits

Students may take 1 to 3 credit hours of practicum per semester.

Qualifications

Interested students should have responsible work practices. They should also have good computer skills. Accuracy in dealing with various forms of record keeping is necessary. Must enjoy meeting and assisting the public as well as Indiana University employees.

Duties

Students participating in the facilities practicum will be expected to assist with:

- All aspects of Visitor Services
- Updating and maintaining emergency/security controls and procedures
- All aspects of museum store operation
- Facilitating museum rentals
- Environmental monitoring and recording
- Building/Grounds supervision and maintenance
- Filing, mailings, drafting correspondence, and other office duties as needed

Practicum Application

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE (HOME) _____

TELEPHONE (OTHER) _____

EMAIL _____

Semester/Year of Practicum _____

Which Practicum are you applying for? _____

With whom would you like to schedule an interview?

Number of Credit Hours _____

Approximate dates of practicum (if other than entire semester) _____

UNDERGRADUATE
GRADUATE
CONTINUING NON-DEGREE

Department _____

Major _____

Education Interests/Goals _____

TRAINING, SKILLS, AND INTERESTS

Previous Internships (where, when, what) _____

Museum/Other related coursework _____

Technical Skills (check those that apply)

COLLECTIONS MANAGEMENT SKILLS

Artifact Handling
Cataloging
Numbering
Storage and Inventory
Other skills (describe)

EDUCATION AND PROGRAMMING SKILLS

Exhibits/Programming Development
Scheduling
Teaching
Tour Guide
Other skills (describe)

EXHIBITS AND SHOP SKILLS

Carpentry
Exhibit Design/Installation
Painting
Other skills (describe)

GENERAL COMPUTING SKILLS

Database Design
Data entry
Other skills (describe)

GENERAL PEOPLE SKILLS

Greeting
Telephone
Other skills (describe)

PHOTOGRAPHY/IMAGES SKILLS

Camera Skills/Training (describe)

Image Management/Metadata
Photoshop
Scanning
Other skills (describe)

PROMOTIONS/PUBLICITY SKILLS

Graphic Design
Press Release Writing
Website Development
Other skills (describe)
