Summer/Fall 2020 Practica Information

Enrollment information for AADM Y550, ANTH X476, ANTH A576, FOLK X476, FOLK F806, HIST X473, and ILS Z605

Applications will be accepted until positions are filled.
# Table of Contents

- Practica/Internship Opportunities ................................................................. 2
- Requirements for IUMAA Practicum/Internship ................................................. 3
- Archival and Photograph Practicum ................................................................. 5
- Archival and Photograph Practicum/Angel Mounds Legacy Collection .......... 6
- Archival and Photograph Practicum/GBL Legacy Archaeological Collection ... 7
- Archival Digitization Internship ................................................................. 8
- Collections Management Practicum ............................................................. 9
- Registration Assistant Practicum ............................................................... 10
- Inventory Support Practicum ................................................................. 11
- Photography Practicum ............................................................................... 12
- Education Project Practicum ....................................................................... 13
- Facilities Practicum .................................................................................... 14
- Application ..................................................................................................... 15
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. Acceptance of practicum students is limited.

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, and FOLK F806 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 Peter Giordano (histadv@iu.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.
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.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fall / Spring</th>
<th>Summer 1 / Summer 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 hours per week for 15 weeks</td>
<td>7.5 hours per week for 6 weeks</td>
<td>45 hours per semester</td>
</tr>
<tr>
<td>2</td>
<td>6 hours per week for 15 weeks</td>
<td>15 hours per week for 6 weeks</td>
<td>90 hours per semester</td>
</tr>
<tr>
<td>3</td>
<td>9 hours per week for 15 weeks</td>
<td>22.5 hours per week for 6 weeks</td>
<td>135 hours per semester</td>
</tr>
<tr>
<td>4</td>
<td>12 hours per week for 15 weeks</td>
<td>30 hours per week for 6 weeks</td>
<td>180 hours per semester</td>
</tr>
<tr>
<td>5</td>
<td>15 hours per week for 15 weeks</td>
<td>37.5 hours per week for 6 weeks</td>
<td>225 hours per semester</td>
</tr>
<tr>
<td>6</td>
<td>18 hours per week for 15 weeks</td>
<td>45 hours per week for 6 weeks</td>
<td>270 hours per semester</td>
</tr>
</tbody>
</table>
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: 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:
• 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

OR

Jennifer St. Germain, Collections Manager, Glenn Black Laboratory of Archaeology
Contact: jstgerma@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

OR

Jennifer St. Germain, Collections Manager, Glenn Black Laboratory of Archaeology
Contact: jstgerma@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
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)________________________________________
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)
Education Interests/Goals__________________________
__________________________________________________
__________________________________________________
Department_______________________________________
Major____________________________________________