Spring 2020 Practicum and Internship Information

Enrollment information for AADM Y550, ANTH X476, ANTH A576, FOLK X402, FOLK X476, FOLK F802, FOLK F803, HIST X473, and ILS Z605

Applications will be accepted until positions are filled.
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Mathers Museum Mission Statement
The Mathers Museum is Indiana University’s museum of world cultures. Through its collections, exhibits, and programs, the Museum is dedicated to preserving and promoting knowledge of the world’s cultures, past and present. In all of its activities, the Museum strives to further its audiences’ understanding of both the diversity of the world’s specific cultures and the underlying unity of culture as a human phenomenon.
A practicum/internship at the Mathers Museum of World Cultures provides students with the opportunity 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 and 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 Mathers Museum of World Cultures, 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 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 F803, should contact Jason Baird Jackson (jbj@indiana.edu), for authorization for enrollment in those courses.

Students interested in enrolling in a practicum in Traditional Arts Indiana (FOLK X402 or FOLK F802) should contact Jon Kay (jkay@indiana.edu) for authorization for enrollment.

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.

Acceptance of practicum/internship students is limited.

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 or internships) are required to attend a student orientation each semester. **Orientation for Spring Semester 2020 is Friday, January 17, 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, May 1, 4:30-6 p.m., students 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 Mathers Museum. 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 MMWC varies according to the number of credit hours of ANTH X476, ANTH A576 FOLK X476, FOLK F803, FOLK X402, FOLK F802, and 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 MMWC, 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 and Matt Sieber, Manager of Exhibitions
Contact: esieber@indiana.edu or phone 812-855-3944; msieber@indiana.edu or phone 812-855-9167

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
Collections Management Practicum

Supervisor

Ellen Sieber, Chief Curator
Contact: esieber@indiana.edu or phone 812-855-3944

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!
Inventory Support Practicum

Supervisor
Theresa Harley-Wilson, Registrar
Contact: tharleyw@indiana.edu or phone 812-855-3339

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 Mathers Museum guidelines
- Inventorying sections of the collection following Mathers 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 Mathers Museum guidelines
- Other projects as the need arises

The MMWC 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.
Registration Assistant Practicum

Supervisor
Theresa Harley-Wilson, Registrar
Contact: tharleyw@indiana.edu or phone 812-855-3339

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 Mathers 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.
Photography Practicum

Supervisor
Matthew Sieber, Manager of Exhibitions
Contact: msieber@indiana.edu or phone 812-855-9167

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 Assistant

Supervisor
Sarah Hatcher, Head of Programs and Education
sahatche@indiana.edu or phone 812-855-0197

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.
Traditional Arts Indiana Practicum

Supervisor

Jon Kay, Director of Traditional Arts Indiana
Contact: jkay@indiana.edu or phone 812-855-0418

Credits

Students may take 1 to 3 credit hours of practicum per semester with permission of instructor. The practicum is graded on a deferred R grade basis, and requires permission of instructor to register (contact jkay@indiana.edu). In coordination with the instructor, students will plan a scope of work for their practicum course.

Qualifications

Interested students should have good organizational skills and be self-motivated. In addition, they should also have good computer and communication skills.

Duties

Traditional Arts Indiana (TAI), a partnership of Indiana University and the Indiana Arts Commission, identifies, documents, and presents traditional arts throughout Indiana. Under TAI supervision, students can learn to work with field materials, develop resource materials, and assist in the public sector programs within the context of a statewide arts program. In this practicum, students may work on a variety of initiatives (e.g., fieldwork, planning exhibits and programs, media applications, publications) as well as reflect on their work through assigned readings and journal writing.

Students may be required to:

- Process fieldwork materials
- Log and transcribe field recordings
- Assist with public programs
- Develop interpretive materials
- Support general Traditional Arts Indiana operations
Facilities Practicum

Supervisor

Kelly C. Wherley, Facilities Coordinator
Contact: kwherley@indiana.edu or phone 812-855-6873

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 Mathers 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)______________________________
□ 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)