Are you ready to host an intern?

If you are like many museums, you are interested in working with a student intern, but not sure you know what it entails. Many students are required to do at least one internship to complete their degrees. Internships can be paid or unpaid, for credit or outside the academic system. They can be opportunities for museums to engage new talent, sometimes resulting in a new paid staff person and for students to add valuable experience that may help them secure their first museum job.

Check out the questions below. If you answer “yes” to a majority of them, your institution is ready to develop an internship that is meaningful for both the intern and you!

1. **Who will be the intern’s site supervisor?**
   a. The site supervisor is the person responsible for overseeing the intern’s experience.
   b. Does the site supervisor have a clear understanding of the intern’s expectations and the expectations of the institution?
   c. Can the site supervisor maintain an ongoing relationship with the intern during the project with the goal of helping her/him learn during the experience?
   d. If required by the intern’s college or university, will the site supervisor agree to write an evaluation of the intern at the end of the project?

2. **What exactly is the internship project?**
   a. Is the project clearly defined? Is it meaningful enough for the intern to learn and the institution to benefit from her/his work?
   b. Does the project require specialized training? If so, can it be provided?
   c. Does the project required specialized tools or equipment? If so, can it be provided?
   d. Must the project be completed during a specific time of year or day?
   e. Can the institution guarantee that it will provide sufficient funds for the project during the internship?
   f. If the project is large and ongoing, can the specific internship project be defined to make progress that can be celebrated?

3. **How will the intern do the work?**
   b. Does the project require code/key/card access? If so, can it be provided?

4. **How will the intern be supervised?**
   a. Who will do the intern’s orientation to the project? To the institution?
   b. How often will the intern and site supervisor check in on the progress of the project?
   c. Who does the intern call if unable to come to work or if s/he needs to leave early?
   d. How will the intern and site supervisor debrief at the end of the project?

5. **How will you deal with problems?**
   a. If the site supervisor leaves the institution before the internship is completed, who will take on that role?
   b. If the intern is not doing the work assigned or doing a poor job, how does the site supervisor work with the intern in a constructive way?