

MNHS Internship Learning Plan

Name: Jane Doe

Semester: Spring 2011

College/University: University of MN--Twin cities

Major: History

Department/ Supervisor name: Exhibits Department Intern / Mr. History Museum

Professional Goal: I envision myself working at a national museum as a curator. I enjoy how museums connect people to history through designing relevant and meaningful exhibits. I would like to focus on my work on the WWII era. My family history was greatly impacted by this war and this passion is a great motivation towards my professional goal.

Learning Objective #1

Learn more about being a curator (job duties, knowledge, education, skills needed to be successful).

Learning Methods:

1. Conduct research online on museum curators.
2. Conduct 3 informational interviews with MNHS curators. Focus one of these interviews on a curator with WWII experience.
3. Visit MHS's exhibits and assess content and design. Follow-up with question for curator (possibly during interview).
4. Shadow a museum curator for a day.

Evaluation Indicators (Outcomes):

1. Compiled a folder of important documents about museum curators.
2. I am able to discuss the required academic and professional experience needed to become a curator.
3. Gained knowledge of 3 career paths of curators from the informational interviews.
4. Can identify the major job duties of a curator.

Learning Objective #2

Learn about the MNHS's mission and work to better understand how curators fit into the mix.

Learning Methods:

1. Attend all educational cohort meetings.
2. Spend 3 hours exploring MNHS's website.
3. Interview a MNHS staff from the management team to discuss MNHS's mission.
4. Informational interview with 3 staff from different departments and position levels to learn about how they contribute to the Society's mission.
5. Conduct research about nonprofit organizations and how they differ from for-profits.

Evaluation Indicators (Outcomes):

1. Compiled a list of museum contacts that were speakers during the cohort meetings.
2. Gained a "big picture" view of MNHS's work .
3. Gained an understanding of how different people and departments contribute to its mission.
4. Increased understanding of the difference between for-profit and non-profit work.

Learning Objective #3

Improve my professional communication skills. I want to be able to clearly articulate my ideas and thoughts both written and verbal.

Learning Methods:

1. Read *“How to communicate effectively”* book.
2. Interview a Marketing/Communications staff member to learn more about communication styles and tricks of the trade.
3. Start a blog focused on sharing my internship experience. This will serve as a tool to develop my written communication skills.
4. Communicate with my supervisor on a bi-weekly schedule to evaluate my progress and areas for development.
5. Practice my communication skills by conducting a verbal overview of my internship experience during a department staff meeting at the end of my internship. I will send out evaluations at the end of the presentation for feedback.

Evaluation Indicators (Outcomes):

1. Completed reading *“How to communicate effectively”* book. I would have utilized at least one tool from the book to support my communication development.
2. Completed an interview with a Marketing/Communication Department member and compiled a *“Communication: Tricks of the Trade”* document.
3. I will receive feedback from my verbal overview that identifies I did a great job. It will also include feedback so I can continue to develop my communication skills.