

Practicum in Museum Methods**Practicum Agreement Form****1. Personal Information**

UNM Student ID: _____

Student Name: _____ Date: _____

Student Email/Phone: _____

Term: _____ Course: _____ Credit Hours: _____

UNM Faculty Instructor: _____

Host Site/Institution: _____

Site Supervisor Name/Title: _____

Site Supervisor Email/Phone: _____

2. Goals and Objectives Requirement

For every credit hour in the Practicum in Museum Methods, a student should expect to complete 50 contact hours involved in Practicum activities. (For a three-credit Practicum, a student will be involved in 150 hours of activity, the equivalent of ten hours per week for fifteen weeks in the Practicum.)

The Practicum should support the student's Program of Study and provide opportunity to gain experience and job skills for a museum career. A student will work with their Practicum Site Supervisor and UNM Instructor to define a suitable project focus and to develop appropriate and achievable goals with clear learning objectives for the semester. The student and supervisor will agree upon work expectations, workplace requirements, work schedule, as well as reporting or delivery of finished project work.

Practicum project goals and objectives should be written and attached to this form, signed by all parties, and submitted to the MSST Faculty Supervisor with a copy to the Museum Studies Office (museum@unm.edu) prior to registering for practicum credit hours. In many cases, there will be more than one project goal, and a project scope may be updated as the Practicum unfolds during the semester.

At the conclusion of the Practicum, the student will write a Final Practicum Report, summarizing their Practicum experience (approximately 3-5 pages in length), accompanied by a timelog of hours and activities, addressing specifically how the project goals and objectives were completed. This report is required and is due at the end of the semester. The report and timelog will be reviewed by the Faculty Supervisor, who will also complete a site visit and interview with the Site Supervisor discussing the activities of the student.

The student will carry out their Practicum activity in accord with UNM policies concerning student conduct and with attention to professional work expectations. If for any reason the Practicum project scope, overall schedule, or details of the work site change, or require adjustment, the student and Site Supervisor are asked to notify the Faculty Supervisor and Museum Studies Office.

3. Practicum Schedule and Time Commitment

Practicum Start Date: _____

End Date: _____

Schedule and Hours Per Week: _____

4. Final Practicum Report and Site Visit

Final Report Due Date: _____

Site Visit and Exit Interview Date: _____
(date, tbd, or approximate date)

5. Approval of Practicum Project, Goals, and Objectives

Practicum Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

MSST Faculty Supervisor Signature: _____ Date: _____

The Practicum Agreement Form with attached Project Scope of Work, including Goals and Objectives, must be signed by all parties and returned to the Museum Studies Office prior to beginning the practicum and/or registering for practicum credits, whichever comes first. Failure to do so may result in student being dropped from the course.

Example of a Goal with Objectives:

Goal 1: Working with the Curator of Education, I will develop a Traveling Trunk Exhibit highlighting the major mineral groups, gem minerals, and Triassic and Paleocene-Eocene vertebrates found in New Mexico.

Objectives: In creating this Traveling Trunk I will...

Research traveling trunk exhibits across the US in order to better understand what resources are being used by similar institutions, how to develop a trunk, and learn about their effectiveness in providing educational opportunities to children in the community.

Work with the school district to learn and implement what is needed to align with the local school content standard in science.

Create a hands on exhibit, the first of its kind offered through the Museum of Geology, available for students and educators interested in the geology of New Mexico.

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