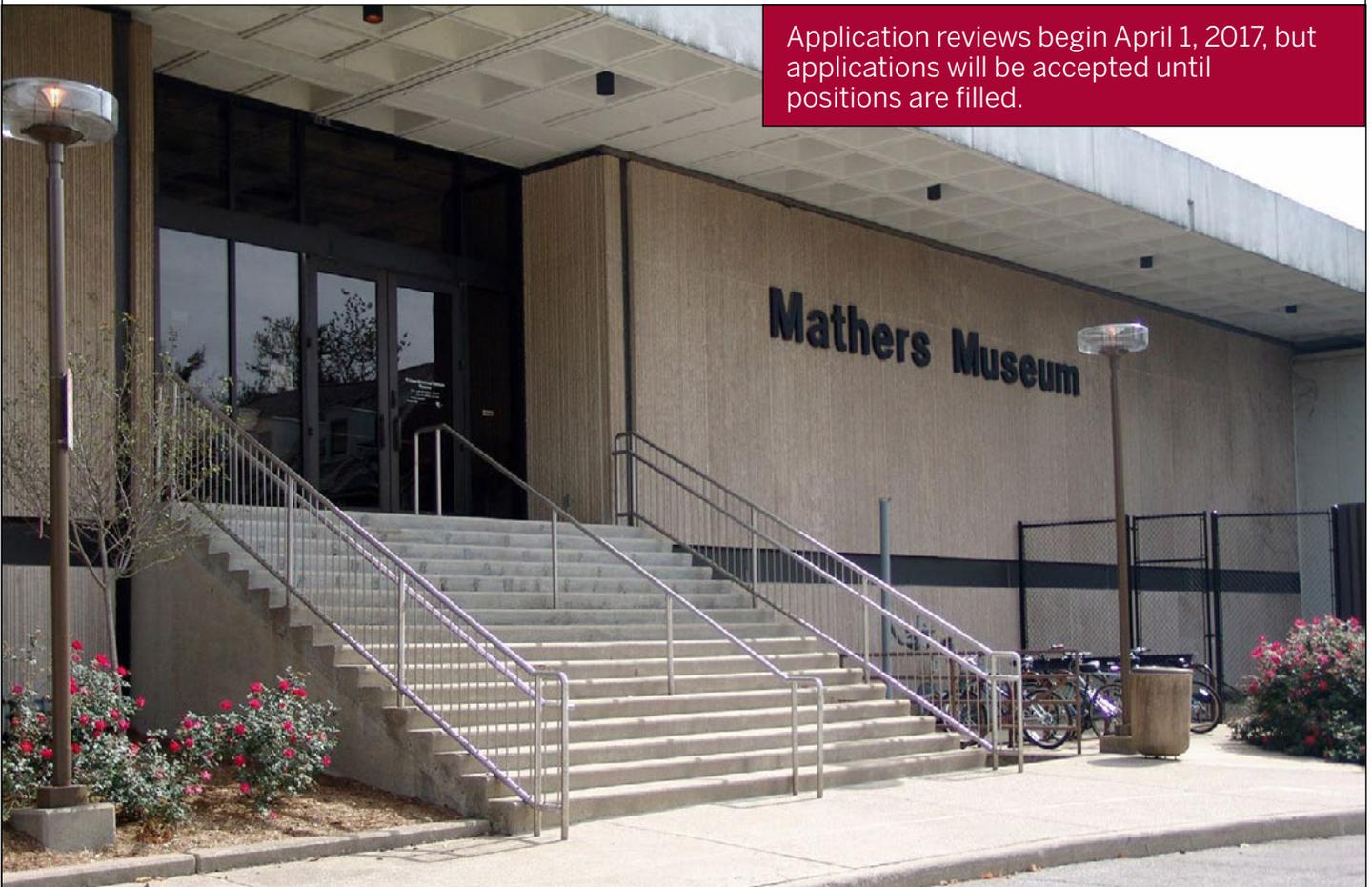


# MMWC Practica

Enrollment information for AADM Y550, ANTH X476, ANTH A576, FOLK X402, FOLK X476, FOLK F802, FOLK F803, HIST X473, and ILS Z605 for Fall Semester 2017

Application reviews begin April 1, 2017, but applications will be accepted until positions are filled.



## MATHERS MUSEUM OF WORLD CULTURES

416 N Indiana Ave, Bloomington, IN  
812-855-6873  
mathers@indiana.edu  
www.mathers.indiana.edu

Last updated: February 2017



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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.*



# Practicum Opportunities

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 reviews begin April 1, 2017, but applications 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 MAAA Assistant Director Ashley Hosseini ([ashossei@indiana.edu](mailto:ashossei@indiana.edu)) for authorization.

Students wishing to enroll in ANTH X476, ANTH A576, FOLK X476, and FOLK F803, should contact Jason Baird Jackson ([jbj@indiana.edu](mailto:jbj@indiana.edu)), the Director of the Mathers Museum, 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](mailto: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](mailto:sferenti@indiana.edu)) for authorization for enrollment in that course.

Students wishing to enroll in ILS Z605 should contact Chair of Information and Library Science Ron Day ([roday@indiana.edu](mailto:roday@indiana.edu)) for authorization.

# Requirements for MMWC Practica

## Orientation and Capstone Event

**All practicum students are required to attend a student orientation each semester. Orientation for Spring Semester 2017 practica is Thursday, August 24, 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.

**Students must also attend an event towards the end of the semester. On Thursday, December 7, 4:30-6 p.m., practica students will present brief talks on their practica experiences.** 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 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 Practicum Capstone event, which will require a brief talk/presentation. The Practicum 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.

# Requirements for MMWC Practica

## Hours

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.

Credit Hours	Fall / Spring	Summer 1 / Summer 2	Total
1	3 hours per week for 15 weeks	7.5 hours per week for 6 weeks	45 hours per semester
2	6 hours per week for 15 weeks	15 hours per week for 6 weeks	90 hours per semester
3	9 hours per week for 15 weeks	22.5 hours per week for 6 weeks	135 hours per semester
4	12 hours per week for 15 weeks	30 hours per week for 6 weeks	180 hours per semester
5	15 hours per week for 15 weeks	37.5 hours per week for 6 weeks	225 hours per semester
6	18 hours per week for 15 weeks	45 hours per week for 6 weeks	270 hours per semester

# Archival and Photograph Practicum



## Supervisor

Ellen Sieber, Chief Curator and Matt Sieber, Manager of Exhibitions

Contact: [esieber@indiana.edu](mailto:esieber@indiana.edu) or phone 812-855-3944; [msieber@indiana.edu](mailto: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

# Cataloging 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 cataloging practicum should be efficient, organized, and able to pay close attention to details. They should also have good computer, research, and writing skills. Legible handwriting is a must.

## Duties

Students taking a cataloging practicum will be expected to:

- Familiarize themselves with the way the museum's collections move through standard channels of registration and cataloging
- Learn and follow proper methods of handling artifacts
- Learn the Mathers Museum standardized cataloging system
- Catalog or re-catalog collections according to museum procedures
- Create paper records of work as instructed
- Research collections as necessary for accurate cataloging/re-cataloging
- Write up research notes and bibliographies as collections are cataloged/re-cataloged

# Collections Care Practicum



## Supervisors

Ellen Sieber, Chief Curator

Contact: [esieber@indiana.edu](mailto:esieber@indiana.edu) or phone 812-855-3944

Theresa Harley-Wilson, Registrar

Contact: [tharleyw@indiana.edu](mailto:tharleyw@indiana.edu) or phone 812-855-3339

## 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 care practicum will be interviewed and must have permission to register.

## Qualifications

Students interested in a collections care practicum should have careful and responsible work practices, and a desire to learn about and implement proper storage techniques to care for and help preserve artifacts of material culture. Students should be meticulous, organized and demonstrate an interest in working directly with the collections.

## Duties

Students will be responsible for a variety of duties which can include:

- Safely handling artifacts per Mathers Museum guidelines
- Determining and implementing proper storage for artifacts
- Arranging collections within storage to ensure safety
- Tracking current locations of artifacts within storage and updating records for each artifact with disposition codes
- Constructing archival boxes and other storage apparatus tailored to the needs of the artifacts
- Helping to maintain a well-organized and tidy storage space and conservation laboratory

# Curatorial Library Practicum

## Supervisor

Ellen Sieber, Chief Curator  
Contact: [esieber@indiana.edu](mailto: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 curatorial library practicum should have experience using one or more bibliographic software programs and an interest in material culture studies, as well as careful and responsible work practices and a commitment to accuracy.

The Mathers Museum's curatorial library consists of several hundred volumes focused on material culture of world areas and material culture research. It is a non-circulating library except within the museum itself.

## Duties

Students taking a curatorial library practicum will be expected to:

- Follow set procedures for working with the museum's curatorial library
- Create paper records of work as instructed
- Enter new items into the library's catalog
- Help maintain library records
- Undertake bibliographic research
- Write up research notes and bibliographies as collections are cataloged/re-cataloged

# 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 experience
- Darkroom experience, including printing
- Processing of black and white film
- Experience with 4" x 5" format film and cameras

An interview 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

# Exhibitions Practicum

## Supervisor

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



## Credits/Prerequisites

Beginning students must take a minimum of 3 credit hours of practicum. Returning students may take 2 to 4 credit hours, subject to supervisor's approval. Introduction to Museum Studies (A403) or previous museum experience is required for an Exhibitions Production Project practicum and is helpful but not required for an Exhibitions Assistant or Special Project practicum. All applicants must provide at least one example of her or his writing, preferably including a research paper with sources. A detailed list of database and computer program experience must also be submitted. An interview is required.

## Qualifications

Students interested in exhibitions practica must be efficient, organized, motivated, and able to pay close attention to details. Skills in the areas of carpentry, graphics production, and/or research are helpful. Willingness to do mundane tasks and get dirty is required.

## Duties

Types of exhibitions practica include the following:

- Exhibitions Production Project: Working singly or in teams students develop, research, script, and mount a small exhibit in one of the temporary exhibit areas in the museum.
- Exhibitions Assistant: Students assist the Manager of Exhibits and the Preparator to mount and install a major exhibit.
- Special Project: Prior to signing up for a practicum, students may submit a proposal, subject to approval by the Manager of Exhibitions and/or the Preparator, for a special project to be completed during that practicum.

Students taking an exhibitions practicum must be capable of meeting deadlines. Students will be expected to familiarize themselves with museum policies and procedures as they relate to exhibitions. Depending on the type of practicum selected, skills, area of interest, and museum needs at the time, students may be required to assist with carpentry, paint, construct mounts, cut mats for framed items, and/or help with label production. All students will be expected to assist with clean-up, exhibitions maintenance, and various and sundry other arduous and/or tedious tasks.

# Public Relations Practicum



## Supervisor

Judith Kirk, Assistant Director

Contact: [jakirk@indiana.edu](mailto:jakirk@indiana.edu) or phone 812-855-1696

## Credits

Students may take 1 to 3 credit hours of practicum per semester. An interview is required, and a writing sample must be submitted with the attached application.

## Qualifications

Students should have strong writing skills, be organized, and pay close attention to details.

## Duties

Practicum students will be expected to:

- Develop articles for a newsletter
- Develop press releases
- Contact press/media representatives
- Assist in flyer/ mailing distributions
- Assist in social media

# Education Collection 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. A403/Introduction to Museum studies or previous museum experience is strongly recommended. Coursework or experience in on or more of the following is advantageous: museum registration or inventory, photography, anthropology, history, art history, or folklore.

## Qualifications

Students should enjoy both independent and team-based work, have familiarity with material culture research (or a willingness to learn), and an eye for detail.

Highly legible handwriting is required in addition to basic computer skills (Word, Excel, etc.). Good research and writing skills are required. Database and photography skills a plus.

## Duties

The Education Collection Assistant will work on one or more of the following:

- Photographing artifacts, editing photos, and updating the database
- Cataloguing or re-cataloguing and researching artifacts in the education collection
- Conducting inventory and completing condition reports
- Database updating

# Education Project Assistant

## Supervisor

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

## Credits/Prerequisites

Students may take 2 credit hours of practicum per semester. A403/Introduction to Museum studies or previous museum experience is strongly recommended.

Coursework or experience in on 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

Indiana means “land of the Indian,” but there are no federally recognized tribes headquartered in what we call Indiana today. Working with the Education staff, the project assistant will conduct research, correspond with members of descendent communities, and develop activities and lesson plans to help teachers and students alike learn about modern Native People and their ancestors who once lived in Indiana.

# Traditional Arts Indiana Practicum

## Supervisor

Jon Kay, Director of Traditional Arts Indiana  
Contact: [jkay@indiana.edu](mailto: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](mailto: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](mailto: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 expect 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

# Collection Reporting Practicum



## Supervisor

Ellen Sieber, Chief Curator

Contact: [esieber@indiana.edu](mailto:esieber@indiana.edu) or phone 812-855-3944

## Credits / Prerequisites

**This is a two-semester practicum.** Students must sign up for 3 credit hours the first semester, then may take 2 to 4 credit hours the next consecutive semester. (Two-semester sequence may be Fall/Spring, Spring/Summer, or Summer/Fall.) Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in the collection reporting practicum will provide writing samples as well as participate in an interview, and must have permission to register.

## Qualifications

Students interested in the practicum should be very interested in the study of material culture. In addition, they should be efficient, organized, and able to pay close attention to details. They must have excellent computer, research, and writing skills. Legible handwriting is a must.

## Duties

Students taking the collection reporting practicum will be expected to:

### First Semester

- Familiarize themselves with the way the museum's collections move through standard channels of registration and cataloging
- Learn and follow proper methods of handling artifacts
- Learn the Mathers Museum standardized cataloging system
- Catalog or re-catalog a selected collection, chosen in collaboration with the Chief Curator, following museum procedures
- Begin research on objects and on the collection itself, including its scope, history, and significance

### Second Semester

- Complete research on collection
- Write a Collection Report detailing the information gathered, using a provided format  
Report work includes selection of illustrations

# Practicum Application

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)

\_\_\_\_\_