

**MATHERS MUSEUM**  
**of World Cultures**

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# Practicum Opportunities

416 North Indiana Avenue  
Bloomington, Indiana  
[812] 855-6873  
[www.mathers.indiana.edu](http://www.mathers.indiana.edu)

## HOURS

Tuesdays through Fridays: 9 a.m.-4:30 p.m.  
Saturdays and Sundays: 1-4:30 p.m.  
Last Update: October 2009



## Practicum Opportunities

# Museum Practicum A408

The Museum Practicum provides students with the opportunity to gain hands-on work experience in museums while earning academic credit through Indiana University's Department of Anthropology. Practica require prior agreement and must be arranged with museum personnel and the course instructor, Dr. Geoffrey Conrad, Director of the Mathers Museum of World Cultures (conrad@indiana.edu or phone 812-855-5340).

If you're interested in obtaining museum work experience, but prefer not to take a practicum, you may want to review a listing of volunteer opportunities available at the Mathers Museum.

### **Arranging Practica**

Practica may be arranged at any museum. In the past, students have obtained permission to do practicum work at the Mathers Museum, IU Art Museum, Wylie House, Monroe County Historical Museum, the Children's Museum of Indianapolis, the Indianapolis Museum of Art, Angel Mounds State Historic Site, and other museums throughout the U.S. If you wish to arrange a practicum at a museum other than the Mathers Museum, you must obtain written permission from a designated supervisor at that institution.

General guidelines require that you and your supervisor agree upon the number of credit hours to be awarded, the number of hours to be worked per week, and the specific work schedule. Your designated supervisor will be responsible for assessing your performance and assigning a grade. Please bring a copy of the supervisor's statement of permission to Professor Conrad when you request authorization to enroll. Students interested in arranging practica at the Mathers Museum should read the information below.

Enrollment in A408 requires authorization. Dr. Conrad must transmit his authorization to the Department of Anthropology office; the department must then notify the Registrar's office. Because this process may take time, it is best to have all arrangements for a practicum completed at least 72 hours before your registration time.

### **Practica at the Mathers Museum**

To apply for a practicum at the Mathers Museum, please review the following listings, and then contact the appropriate departmental supervisor (noted at the top of each listing) to request an application and arrange an interview. Acceptance of students is limited.

# Practicum Opportunities

## Required Hours for Practica at Mathers

The required number of practicum hours worked per week at the Mathers Museum varies according to the number of credit hours of A408 the student is enrolled in, and the semester of enrollment. Please review the following table.

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	5.5 hours per week for 8 weeks	45 hours per semester
2	6 hours per week for 15 weeks	15 hours per week for 6 weeks	11.25 hours per week for 8 weeks	90 hours per semester
3	9 hours per week for 15 weeks	22.5 hours per week for 6 weeks	16.5 hours per week for 8 weeks	135 hours per semester
4	12 hours per week for 15 weeks	30 hours per week for 6 weeks	22.5 hours per week for 8 weeks	180 hours per semester

## 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, and these hours should be normally scheduled Tuesdays through Fridays, from 9 a.m. to 4:30 p.m.

## Grading

All practicum hours must be completed during the semester you've 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. Please check with your departmental supervisor for more specific guidelines.

## Practicum Opportunities

# Collections Research Practicum

**Ellen Sieber, Curator of Collections**

### **Credits**

Students may take 2 to 4 credit hours of A408 per semester.

### **Prerequisites**

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**

Careful and responsible work practices, and a commitment to accuracy; experience with in-depth library research (or willingness to learn).

### **Duties**

Students are asked to develop specific research goals for the study of artifacts or photographs, and then complete a specific project such as a cross-cultural analysis of a type of artifact; an in-depth exploration of material from one culture or culture area; an in-depth study of one collection or set of artifacts; or a material use and/or artifact construction study. Research students will be expected to document their work in various written formats.

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

# Cataloging Practicum

**Ellen Sieber, Curator of Collections**

## **Credits**

Students may take 2 to 4 credit hours of A408 per semester.

## **Prerequisites**

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 written 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 collections move through the standard channels for registration and cataloging
- Learn the proper methods of handling and numbering artifacts
- Learn the Mathers Museum standardized cataloging system
- Catalog or recatalog collections according to museum procedures
- Research collections as necessary for accurate cataloging/recataloging
- Write up research notes and bibliographies as a collection is cataloged/recataloged

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

## Practicum Opportunities

# Document Support Practicum

Theresa Harley-Wilson, Registrar, or Ellen Sieber, Curator of Collections

### **Credits**

Students may take 2 to 4 credit hours of A408 per semester.

### **Prerequisites**

Introduction to Museum Studies (A403) or previous museum experience is useful, but not required. All students who wish to enroll in a document support practicum will be interviewed and must have written permission to register.

### **Qualifications**

Students interested in a document 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**

Document support duties include data entry of documentary information, proofing entered data, preparing proper storage formats for documentation, and other tasks related to preservation of and access to the documents that support the museum's collections.

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

## Practicum Opportunities

# Registration Assistant Practicum

Theresa Harley-Wilson, Registrar

### Credits

Students may take 1 to 4 credit hours of A408 per semester.

### Qualifications

Students should be efficient, organized, and able to pay close attention to details. They should also have good computer and writing skills. Legible handwriting is also useful.

### Duties

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

- Handling and numbering artifacts
- Assisting with the processing of loans
- Troubleshooting discrepancies found in collections records
- Inventorying sections of the collection
- Entering data into appropriate databases
- Other projects as the need arises

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

## Practicum Opportunities

# Conservation Practicum

**Judith Sylvester, Conservator**

### **Credits**

Students may take 1 to 4 credit hours of A408 per semester.

### **Qualifications**

Initiative, the desire to work with artifacts of beauty and historic value, the ability to execute careful, detailed work, and the ability to plan and conclude projects.

Conservation practica work hours are only available from 9:30 to 4:30 p.m. on Mondays through Thursdays. Conservation practica hours are not available on Fridays, Saturdays, or Sundays.

### **Duties**

Duties will be assigned according to the student's experience and stated preference. Activities may be chosen, or will be assigned from the following list.

- Artifact preparation
- Maintenance of conservation records
- Project assistance requiring operation of sewing machines, or shop equipment.

Students wishing to arrange Conservation practica should make an appointment for an interview. Appointments may be scheduled Mondays through Thursdays at 9:30 a.m. E-mails are received and processed 9:30 a.m. to 4:30 p.m. Monday to Friday only.

**Contact: Judith Sylvester at [jlsylves@indiana.edu](mailto:jlsylves@indiana.edu)**

## Practicum Opportunities

# Photography Practicum

**Matthew Sieber, Co-Curator of Exhibits**

### **Credits**

Students may take 2 to 4 credit hours of A408 per semester, depending upon supervisor's approval.

### **Prerequisites**

Experience scanning photographs and storing digital information is helpful. Studio experience useful, but not necessary. Darkroom experience, including printing and processing of black and white films is useful, but not necessary. Experience with 4" x 5" format useful, but not necessary. 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

**Contact: [msieber@indiana.edu](mailto:msieber@indiana.edu) or phone 855-9167**

## Practicum Opportunities

# Exhibits Practicum

**Elaine Gaul and Matthew Sieber, Co-Curators of Exhibits**

### **Credits**

Beginning students must take a minimum of 3 credit hours of A408. Returning students may take 2 to 4 credit hours, depending on the supervisors' approval.

### **Types of Exhibit Practica**

1. **Exhibit 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.
2. **Exhibit Assistant:** Students assist the Exhibit Curators and the Preparator to mount and install a major exhibit.
3. **Special Project:** Prior to signing up for a practicum, students may submit a proposal—subject to approval by the Exhibit Curators and/or the Preparator—for a special project to be completed during that practicum.

### **Prerequisites**

Introduction to Museum Studies (A403) or previous museum experience is strongly recommended for an Exhibit Production Project practicum and is helpful but not required for an Exhibit Assistant or Special Project practicum. An interview with the Exhibit Curators and/or the Preparator is required.

### **Qualifications**

Students interested in exhibits 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**

Students taking an exhibit practicum must be capable of meeting deadlines. Students will be expected to familiarize themselves with Museum policies and procedures as they relate to exhibits. 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, exhibit maintenance, and various and sundry other arduous and/or tedious tasks.

**Contact:** [egaul@indiana.edu](mailto:egaul@indiana.edu) or [msieber@indiana.edu](mailto:msieber@indiana.edu), or phone 855-9167

## Practicum Opportunities

# Public Relations Practicum

**Judith Kirk, Assistant Director**

### **Credits**

Students may take 1 to 3 credit hours of A408 per semester.

### **Qualifications**

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

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

## Practicum Opportunities

# Facilities Coordination Practicum

**Kelly C. Wherley, Facilities Coordinator**

### **Credits**

Students may take 1 to 3 credit hours of A408 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 Coordination practica will be expected to assist with:

- Building/Grounds supervision and maintenance
- Opening and closing procedures
- Flyer/mailing distributions
- Filing, drafting correspondence, and other office duties as needed
- All aspects of Mathers Museum Store operation
- Greeting Mathers Museum guests and students
- Facilitating Museum rentals
- Updating and maintaining emergency controls and procedures

**Contact: [kwherley@indiana.edu](mailto:kwherley@indiana.edu) or phone 855-6873**

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# **Business Office Practicum**

**Sandy Warren, Business Manager**

**Credits**

Students may take 1 to 4 credit hours of A408 per semester.

**Qualifications**

Should be organized, have some sales experience, and knowledge of Excel spreadsheets.

**Duties**

Business Office practicum students will be expected to assist with:

- Posting of expenses and income to various spreadsheets
- Maintaining the Museum Store's inventory
- Ordering and pricing of merchandise for the Museum Store
- Displaying Museum Store merchandise
- Greeting museum and store visitors
- Sales in Museum Store
- Filing

**Contact: [swarren@indiana.edu](mailto:swarren@indiana.edu) or phone 855-7224**

# Museum Education Practicum

**Deeksha Nagar, Curator of Education**

## **Credits**

Students may take 1 to 4 credit hours of A408 per semester.

## **Prerequisites**

Coursework or experience in one of more of the following areas: anthropology, folklore, the arts, museum studies, area studies, education, art education, art history, or history.

## **Qualifications**

An Education practicum student should like to learn and teach, enjoy working with people of all ages, and look forward to making and teaching craft projects for children. Familiarity with educational methodology and hands-on, free-choice learning principles a plus. Experience in graphic design, desk-top publishing, or web design will open additional project options.

## **Duties**

Education projects may be pursued in the following areas:

- Conducting tours and leading educational activities
- Supporting and implementing public programs
- Inventing new museum programs
- Designing activities for informal learning in the Children's Gallery
- Producing gallery materials to enhance exhibit experiences, such as the Museum's *Family Guides*
- Developing outreach programs, kits, and activities for use in classrooms and retirement centers
- Creating web site material to extend the museum experience
- Researching and cataloging artifacts in the School Loan Collection

**Contact: [denagar@indiana.edu](mailto:denagar@indiana.edu) or phone 855-0197**

# MATHERS MUSEUM of World Cultures

## Practicum Application

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_

TELEPHONE (OTHER) \_\_\_\_\_

EMAIL \_\_\_\_\_

### How did you hear about practicum opportunities at the Mathers Museum?

- RADIO                       WALK-IN  
 NEWSPAPER                       FRIEND  
 NEWSLETTER                       TEACHER/  
 OTHER:                      INSTRUCTOR

What motivated you to contact us? \_\_\_\_\_

### Have you ever done a practicum/internship before?

- YES     NO  
IF YES, WHERE? \_\_\_\_\_

With whom would you like to schedule an interview? \_\_\_\_\_

### Availability

APPROX. \_\_\_\_\_ HRS/WK

MON:            AM-        PM    FRI:            AM-        PM  
TUES:           AM-        PM    SAT:            AM-        PM  
WED:            AM-        PM    SUN:            AM-        PM  
THURS:           AM-        PM

### Months

- JAN     FEB     MAR     APR  
 MAY     JUN     JUL     AUG  
 SEP     OCT     NOV     DEC  
 YEAR ROUND

### Student Status

- UNDERGRADUATE  
 GRADUATE  
 CONTINUING NON-DEGREE

Department and/or major \_\_\_\_\_

### Checklist of skills and experience

- MUSEUM WORK: \_\_\_\_\_  
 MUSEUM/OTHER RELATED COURSEWORK: \_\_\_\_\_
- RECEPTIONIST  
     GREETER  
     TELEPHONE
- SALES CLERK  
 OFFICE/CLERICAL  
 COMPUTER  
     WORD PROCESSING  
     DATABASE  
     LAYOUT/DESIGN
- CARPENTRY  
 PAINTING  
 SEWING  
 PHOTOGRAPHY  
     DARKROOM  
         B/W DEVELOPING  
         B/W PRINTING  
     COLOR SLIDE SHOOTING  
     COLOR PHOTO SHOOTING  
     HANDLING OLD PHOTOS  
     DIGITAL SHOOTING  
     SCANNING
- TEACHING/TEACHER'S AIDE  
 TOUR GUIDE  
 OTHER: \_\_\_\_\_