

# ASSIGNMENT OUTLINE FOR THE INTERNSHIP PROGRAM

at the

## *Wm. McKinley Presidential Library & Museum*

The reading assignments for each week should be completed by the beginning of the following week. For each week, you will receive 10 questions to answer about the week's reading selections.

Journal entries are due each week by **Friday at 4:00 PM**. They may be emailed to Kim or Chris. (curator@mckinleymuseum.org OR education@mckinleymuseum.org)

### **WEEK ONE: Introduction to the Museum**

- \* Tour of building, including behind-the-scenes areas
- \* Meet staff
- \* Get name tag and sign-in sheet in Volunteer Book

#### *Readings:*

“Designing the Past: History-Museum Exhibitions from Peale to the Present”  
by Gary Kulik, from *History Museums in the United States: A Critical Assessment*.  
Urbana: University of Illinois Press, 1989.

“(Chapter 1) The Museum as a Leisure-Time Experience”  
“(Chapter 8) Understanding the Museum Experience”  
by John H. Falk and Lynn D. Dierking, from *The Museum Experience*.  
Washington DC: Whalesback Books, 1992.

#### **FOR REFERENCE**

“(Chapter 1) Museum Defined”  
by G. Ellis Burcaw, from *Introduction to Museum Work*  
Nashville, TN: Alta Mira Press, 1997

#### *Journal Entry Topic:*

Describe what your expectations of the Wm. McKinley Presidential Library & Museum were before you began your internship. How does it differ from other places you have worked or other museums you have visited?

### **WEEK TWO: Collections Management**

- \* Review PastPerfect, the museum's collections database software
- \* Review paperwork and procedures involved in new donations

\* Review *The Museum Forms Book* (located in Curator's Office)

*Readings:*

“Conserve-O-Gram: Use of Acryloid B-72 Lacquer for Labeling Museum Objects”  
by the National Park Service  
July 1993

“(Chapter 9) Conservation of Wooden Objects”  
“(Chapter 11) Metal Objects: Care and Conservation”  
“(Chapter 12) Textiles: Care and Conservation”  
“(Chapter 13) Ceramics: Care and Conservation”  
“(Chapter 14: Glass: Problems and Solutions”  
by A. Bruce MacLeish, from *The Care of Antiques and Historical Collections*.  
Nashville, TN: Alta Mira Press, 1995

**FOR REFERENCE**

“Object Field Descriptions” for PastPerfect

“The Objects Catalog” (from PastPerfect Handbook)

“The Registrar’s Code of Ethics”  
from *The New Museum Registration Methods*  
American Association of Museums, 1998

*Journal Entry:*

List and describe three personal goals you have going into this internship experience.  
What do you hope to get out of the internship? Why are these goals important?

**WEEK THREE: Exhibitions Part I**

- \* Observe the permanent and temporary exhibition spaces at the museum
- \* Receive examples of label design

*Readings:*

“(Chapter 13) Permanent Exhibits”  
“(Chapter 14) Temporary Exhibits”  
by G. Ellis Burcaw, from *Introduction to Museum Work*  
Nashville, TN: Alta Mira Press, 1997

*Journal Entry:*

What does a general organizational outline of the Museum look like from your perspective? Where does your department fit into the whole? What is the Museum's Mission Statement? How is it being met?

## **WEEK FOUR: Exhibitions Part II**

### *Readings:*

“(Chapter 3) Types of Labels in Exhibitions”  
“(Chapter 7) Writing Visitor-Friendly Labels”  
“(Chapter 12) The Number of Words”  
“(Chapter 20) Ten Deadly Sins and 14 Helpful Research Findings”  
by Beverly Serrell from *Exhibit Labels*  
Walnut Creek, CA: AltaMira Press, 1996

### *Journal Entry:*

Provide a job description for your supervisor. What does he or she do? How long has he or she been working at the Museum? What did he or she do before working here?

## **WEEK FIVE: Education Part I**

- \* Follow an American Heritage Tour
- \* Follow a Discover World Tour
- \* View a Planetarium Show

### *Readings:*

“(Chapter 2) The Museum: Past, Present and Future”  
“(Chapter 3) How People Learn”  
“(Chapter 4) Museums & Learning”  
by Alison L. Grinder and E. Sue McCoy, from *The Good Guide: A Sourcebook for Interpreters, Docents, and Tour Guides*  
Scottsdale, AZ: Ironwood Publishing, 1985

### *Journal Entry:*

What are the major projects for which you are responsible? What is your general reaction to these projects? Do you feel qualified to do them? What skills have you learned at your internship that have helped you complete your projects?

## **WEEK SIX: Education Part II**

### *Readings:*

“Excellence & Equity”

“Curators on Excellence & Equity”

Produced by the American Association of Museums

“True Needs, True Partners: Museums Serving Schools”

Produced by the Institute of Museum and Library Services

### *Journal Entry:*

Are there other jobs at the Museum that you find interesting? What do you find interesting about them?

## **WEEK SEVEN: Grant Writing OR Conservation**

(Please choose which topic you would like to focus on this week)

### ***Grant Writing***

#### *Readings:*

Review a grant request from the National Endowment for the Humanities (NEH)

### ***Conservation***

#### *Readings:*

“Principles of Storage”

“Emergency Planning”

“Control of Temperature and Humidity in Small Collections”

“Textile Conservation”

“Warning Signs: When Textiles Need Conservation”

“Furniture Conservation”

by various authors, from *Conservation Concerns: A Guide for Collectors and Curators*

Washington DC: Smithsonian Institution Press, 1992

### *Journal Entry:*

How does your internship compare with your expectations prior to arriving at the Wm. McKinley Presidential Library & Museum? What experiences have been better than you expected? What experiences have been worse than you expected?

## **WEEK EIGHT: Historical Memory**

### *Readings:*

Choose ***two*** of the following readings from *Mickey Mouse History* by Mike Wallace:

Boat People: Immigrant History at the Statue of Liberty and Ellis Island

Progress Talk: Museums of Science, Technology, and Industry

The Virtual Past: Media and History Museums

Museums and Controversy

Mickey Mouse History: Portraying the Past at Disney World

Disney's America

Preserving the Past: A History of Historic Preservation

The Battle of the *Enola Gay*

### *Journal Entry:*

Write your reactions to the two articles you read this week. What did you think of the author's perspective? Do you agree or disagree with what you read?

**\*\*FINAL JOURNAL ENTRY** (to be turned in on the last day of your internship)

Describe your overall experience at the Wm. McKinley Presidential Library & Museum. How has your internship shaped your future career goals? Will you be pursuing a job in the museum field? Why or why not?