

Name:

Date:

Position Requested:

## Step 1 – Faculty Sponsor

Review the list of available internship positions with a faculty sponsor. The faculty sponsor will determine whether the position will fulfill credit requirements laid out by each sponsoring department. The student and faculty member will then determine whether an internship for credit is advisable, the goals, and any additional requirements. Sheldon staff are willing to work with faculty sponsors to develop the position that best meets the requirements for credit. Contact Monica Babcock at 402.472.2463 or mbabcock1@unl.edu for more information.

Sponsoring Department:

Faculty Sponsor:

Phone:

Major:

Class Standing:

Junior

Senior

Graduate Student

Other

Credit hours desired (50 working hours per 1 credit hour)

Year :

Semester:

Fall

Spring

Fall & Spring

Summer

What goals and requirements do you and your faculty sponsor expect to achieve from this Internship?

## Step 2 - Application

Complete the Volunteer Application and the Application for Student Internship forms and return it to Volunteer Services, Sheldon Museum of Art, 12th & R Streets, Lincoln, NE 68588-0300 with a copy of your resume. It is advisable to begin the application process early during the registration period for the semester the student wishes to intern.

## Step 3 – Screening and Interview

Once the Sheldon Museum receives the application, the student will meet with the prospective supervisor to discuss his/her skills and abilities, interest in a particular area of the Museum's operation or project, and requirements for credit. Criminal background checks may be required for those whose assignments require they have access to secured areas and/or that they work closely with the collection and/or cash.

## Step 4 – Approval

At this time the student will need to complete the registration requirements laid out by each sponsoring department or institution

Beginning Date:

Completion Date:

Hours per Week:

Supervisor:

Date Approved:

Signature: