Harn Museum Internship: Student-Initiated Project (SIP) Guidelines

In addition to applying for posted Harn internship projects, applicants may submit proposals for projects of their own conception. Note that exhibition proposals cannot be considered. For examples of Harn internships, see those posted here: http://www.harn.ufl.edu/intern

Please follow the guidelines as they are outlined below to make a project proposal for an internship at the Samuel P. Harn Museum of Art. Application deadlines are October 15 for spring semester, March 15 for summer semester and June 1 for fall semester.

Applicants must contact a Museum staff member before submitting a self-designed proposal to determine that it is a viable internship project. The Intern Coordinator can direct you to the appropriate staff member.

You should include the following information:

1. A detailed description of the project that you wish to complete. With the project description, include the department you wish to work in (see application form), the museum staff member who will supervise your project, anticipated duration (semester, year, etc.), and your faculty advisor for the project (if applicable).* Please indicate how the proposed project relates to your coursework and/or major area of study and specific educational and career goals that you wish to achieve by completing it. Also, address how your project relates to the activities of the Harn Museum.

2. A timeline detailing your anticipated schedule over the course of the semester/year/summer.

3. A writing sample. If you feel that your application cover letter is sufficient, you do not need to submit a writing sample. However, you are strongly encouraged to provide a sample research paper or equivalent writing sample. If the internship that you are proposing is not writing-based (if you are proposing a web design internship, for example), submit those sample materials that you feel best reflect your abilities in that area.

A number of criteria will determine the selection of a student project proposal. Most important are staff availability and the suitability and priority of the project for museum and staff needs.

Your proposal should be as detailed as possible. If your proposal is selected for an internship, it may be revised in consultation between the intern and museum supervisor, and will then serve as a contract for the internship. If you are planning to earn credit for the internship, contact your school or college to complete the appropriate paperwork.

NOTE: This proposal should be submitted in addition to the standard application form. Proposals that are submitted without the standard application form and its corresponding materials will not be considered. *If you are a student who wishes to earn credit for the internship, one of your letters of recommendation for the proposed internship should be written by your faculty advisor, or the person at your institution who will supervise your project.

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