

# Samuel P. Harn Museum of Art Student-Initiated Project (SIP) Guidelines

In addition to applying for projects identified as available by Harn staff, applicants may submit their own proposals for projects. 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 1<sup>st</sup> for spring semester, March 1<sup>st</sup> for summer semester and June 1<sup>st</sup> for fall semester.

**Applicants are strongly encouraged to contact a Museum staff member before submitting a self-designed proposal to gauge whether or not there is any initial interest in the 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. This should include the department you wish to work in (see application form), anticipated duration (semester, year, etc.), your faculty advisor for the project at your respective institution (if applicable),\* and the museum staff member who will supervise your project. This should be someone in the museum whose current research or projects are best suited to your project proposal. 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.
2. A **timeline** that details 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, students submitting a project proposal 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 will serve as a contract between you and your museum staff supervisor. If you are planning on earning credit for the internship, you may need to fill out a form with your respective school or college.

**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.