

Gregg Museum of Art & Design

Intern information sheet

For this 3 credit class you must work 8 hours a week for a total of 120 hours for the semester.

Days missed can be made up during the week according to your schedule M-F between the hours of 9-5pm. You can also make up the hours over breaks or exam weeks. These make up times should be arranged with the staff in advance.

Your Grade: Grade will be based on attendance and punctuality. If you are going to be late or need to switch your hours, please contact Zoe Starling zoe_starling@ncsu.edu 513-7244, or mary_hauser@ncsu.edu 515-3102 as soon as you know of the schedule change. It is important that we know, so that we can alter staff's work if you are participating in a particular project that needs to be attended to that day. An internship should be treated as if you were working a regular job and required to be there particular hours. Grades will also be based on completing tasks in a timely manner, with particular attention to detail. Your ability to take initiative and work independently will also affect your final grade.

A few examples of projects you may work on at the Gregg Museum:

- Photographing objects in the collection
- Cataloguing objects in the collection
- Researching objects in the collection
- Helping with exhibition preparation and installation
- Administrative tasks such as filing, database entry, maintaining artists files, and museum mailings

Criteria for grading:

A -- Complete 120 hours. On time or call when you will not be or will be absent. Works independently, takes initiative, completes tasks in a timely manner, attention to detail, shows a genuine interest in projects. If intern sees an opportunity to change or improve certain Gregg procedures let us know your suggestions for staff consideration. We welcome new ideas and initiative on your part!

B -- Complete 120 hours. Often late without calling or not showing up without calling. Completes tasks but not in a timely manner, often needs assistance from staff, does tasks but not with much enthusiasm.

C -- Completes approximately 80% of hours. Often late or not showing without calling. General apathy for tasks at hand.

D – Completes approximately 70% of hours. Often late or not showing without calling. General apathy for tasks at hand.

F -- Fails to complete 70% of hours or drops out suddenly without communicating with Gregg staff. Please note that if a situation arises we are willing to work with you for an Incomplete, but if you do not let us know your situation it will result in a failing grade.

We will also have a “mid term” meeting to discuss your progress.

Thanks for all your help!