

**Museum Studies Program  
Orientation to Professionalism  
Required for Internships and Capstone Projects at External Sites**

Museum Supervisors:

- Museum professionals are working with limited time and resources.
- Everything they ask you to do is an opportunity for you to learn and show them what you are capable of doing.
- Keep an attitude of gratitude for their expertise, counsel, time, and investment in your future. Thank them often.
- Your museum supervisors receive no additional pay to help you.
- Your museum supervisors are not professors, teachers, counselors, or your personal friends. They are working professionals.
- Address your museum supervisors by title and last name (example, Mrs. Smith) in conversation as well as written communication unless they ask you to do otherwise.
- Use proper grammar when communicating through emails with your museum supervisors. Thus, use proper capitalization, spelling, and punctuation. Do not write as if you are texting a friend.
- How you conduct and present yourself is just as important, if not more so, than what you know.
- You are representing Walsh University and the Museum Studies program when you are working off-campus. Your positive representation of our school and program will ensure the site is open to students who come after you.
- Your supervisor's positive evaluation of your internship will be a part of your graduating portfolio. If you ever need to ask your supervisor to serve as a reference for you, you will want it to glow.

Attendance:

- Be on-time and stay the full-time as indicated on your schedule.
- You must be present to win! Failure to report to your site on designated days/times indicates that you are not dependable or reliable.
- Only one unexcused absence is permitted. Two unexcused absences will result in a cautionary warning. Three or more unexcused absences could result in the loss of your internship placement.

- If you are going to be absent, you must inform both your museum supervisor and Walsh University supervisor immediately.
- Hours missed due to absence must be made up.
- Respect staff members' time and willingness to help you by showing up on time and being grateful, especially if they have come into work on a day or time that is not part of their regular schedule.
- Take advantage, as best you can, of other opportunities the museum professionals offer you. If they invite you to a meeting, or event, or program, show some initiative and attend if possible.

#### Attitude:

- Do not talk negatively about any staff person in the museum or anyone else, even if other museum professionals or volunteers are doing so. Gossiping will backfire on you and is not professional.
- Seek feedback and strive to improve your skills and gain new knowledge
- Respond positively to constructive criticism. If your supervisor asks you to do something differently, thank them and do it the way they have shown you. Do not make excuses.
- Do not roll your eyes, even if you do not agree.
- Be the kind of person that people want to have around. This means that you are positive, grateful, respectful, considerate of others, cooperative, responsible, motivated, and effective. This is the kind of person that managers want to hire.

#### Dress Code:

- Dress in business attire unless directed otherwise
- Even if you are notified that you may dress in a more casual manner, the following guidelines for dress must be maintained:
  - Wear closed-toe shoes.
  - Wear clothes that cover your shoulders, cleavage, midriff, and undergarments.
  - Choose shirts with no slogans or text (unless they are from the museum or Walsh).
  - Refrain from wearing heavy perfume, but do wear deodorant.
  - Caps and hats should be off in the building.

Miscellaneous:

- ***If you lose your internship or capstone project site due to conduct, the internship coordinator will not place you in another internship.***
- Stay focused on your work at the museum and your academic program. Never use extracurricular activities as excuses for why you cannot do your work at the internship or capstone project site.
- Put your phone away while you are on-site at the museum. Constantly looking at your phone shows that you are easily distracted and not paying full attention to the job at hand.
- Do not chew gum.
- Remain drug and alcohol free.
- No smoking or asking for smoke breaks.
- Refrain from crude or vulgar language.
- Maintain communication with your Walsh University supervisor. If you are having a problem or feel that you are being underutilized, you are responsible for notifying your Walsh supervisor. If you need to change your schedule for any reason, you must notify your Walsh supervisor.

**My below signature reflects my understanding and agreement to the professional skills requirements set forth in this document. Consequences for failing to comply with these requirements may include, but are not limited to, removal from the internship, failure of the course, and removal from the Museum Studies Program.**

---

**Signature**

---

**Date**