

**Student Internship in Museology at the  
Hallie Ford Museum of Art Student Application**

**Applications deadline is April 17, 2023**

Please send all materials electronically (as an attached .pdf file) to [rmeyers@willamette.edu](mailto:rmeyers@willamette.edu)

|                               |                       |                  |
|-------------------------------|-----------------------|------------------|
| Project Title:                |                       |                  |
| Applicant's Name:             |                       | Graduation Date: |
| Major(s) and Minor(s):        |                       |                  |
| Phone:                        | Campus Address: Box # | Email:           |
| Faculty/Professional Sponsor: |                       | Department:      |
| Phone:                        | Campus Address: Box   | Email:           |

**A completed application consists of**

**A. This application.**

**B. Your Research Proposal.**

Your proposal should be typed, double-spaced, up to a maximum of four pages. Please observe the following format:

- I. ***Project Description.*** Describe the object or objects in the museum's collection that will be the focus of your research as part of this internship. Be specific. What questions do you hope to answer and what is your anticipated outcome - exhibition, exhibition labels, paper, presentation, etc.? What significance will your research have for you, for the museum, and for the broader community?

II. **Methods.** Describe, as specifically as possible, your research methods (how you will accomplish your project's goals). What are some of the sources and resources that you will consult? What critical or theoretical approach will you pursue?

III. **Schedule.** Provide a specific timetable for implementing the various steps of your research project within the framework of the 8-week internship and including any anticipated exhibitions or presentations of your research in the following academic year.

IV. **Student Background.** Identify your academic courses, extracurricular activities, or other experiences that have prepared you for this internship and that will enable you to accomplish your proposed research project. Be thorough. The information you provide should convince the committee of your sincere interest in this internship as well as your ability to carry out your proposed research project. If there are inconsistencies or gaps in your academic record, or additional causes for concern, you should also address those here.

V. **Importance to Student.** Explain why this internship and research project is important to you, and the role it plays in your development--personal, academic, and/or professional.

**C. Your current transcript (unofficial is fine).**

**D. Faculty Sponsor Recommendation.** At least two weeks prior to the deadline, applicants must alert their proposed faculty or professional sponsor regarding the necessary recommendation form to be submitted separately in support of the application. The form must be submitted directly by your faculty sponsor in electronic form as an attached .pdf file by the specified deadline.

**E. Museum Director/Curator Sponsor Recommendation.** At least two weeks prior to the deadline, applicants must meet with John Olbrantz (Director of the Hallie Ford Museum of Art) or Jonathan Bucci (Collection Curator) to discuss the proposed project and to request support. The form must be submitted directly by the director or the collections curator in electronic form as an attached .pdf file by the specified deadline.

All forms can be found here: <https://willamette.edu/centers/casa/research-grants/index.html>.