



**Museum Studies Certificate Program
Graduate Student Handbook
2023-2024**

August 2023



MSP Graduate Student Handbook 2023-2024
Table of Contents

Road Map for Students	3
Guidelines and Application for MSP Electives	6
Student Funding Guidelines	8
Request for Funding form	10
Practicum	13
Guidelines for the Practicum in Museum Studies	13
Practicum Planning Questionnaire	16
Practicum Contract	18
MSP Practicum Final Writing Assignment	20
Guidelines and Application for the Fellowship for Doctoral Research in Museums	22
MSP University-Related International Travel Release	26
Pre-Departure Checklist for Students Traveling Abroad	28
Frequently Asked Questions for Current MSP Students	29

Note: All of the documents included in this handbook are also available to download as separate files on the **Museum Studies Resources [Dropbox](#)** site.

Museum Studies Program
Graduate Certificate Program

Road Map for Students

Requirements for the Certificate in Museum Studies

1) **Proseminar in Museum Studies (MSP 601 and MSP 602, 6 credits)**

These two courses must be taken in sequence during the academic year following admission to the program.

2) **Two elective courses (6 credits)**

Guidelines for identifying courses that qualify as MSP elective courses may be found in the document, *Electives Guidelines and Application*, available on the Museum Studies Program Dropbox site. Lists of elective courses that have been pre-approved for elective credit are posted on the Museum Studies Program website and Dropbox site.

If you are seeking retroactive credit for an elective, it is highly recommended that you submit the paperwork for the course as soon as possible, as there is a five-year limit between enrolling in the course and receiving retroactive credit.

3) **Internship requirement**

The internship requirement is an immersive experience, usually an internship at a museum or related cultural institution, which can be undertaken almost anywhere in the world. You can find information about the internship in the document, *Guidelines for the Internship in Museum Studies*, available on the Museum Studies Program Dropbox site.

It is never too early to begin thinking about where you would like to pursue your internship. Students should arrange a meeting to discuss their internship aspirations with the Associate Director during their first year in the program.

The Museum Studies Program offers financial support to defray the costs associated with the internship. Requests should be submitted on the *Request for Funding* form available on the Dropbox site. Funding guidelines and instructions may be found in the document, *Student Funding Guidelines*, available on the Museum Studies Dropbox site. You are encouraged to seek external sources of funding as needed to supplement funding available from the Museum Studies Program.

All MSP students are required to submit a final product and a reflective commentary of their choice upon completion of the internship experience. See the *Guidelines for the Internship in Museum Studies* on the MSP Dropbox site for additional information.

4) **Double counting courses**

The Rackham Graduate School allows students to share a limited number of credits between two graduate programs. Credits can move in either direction. Courses undertaken for a degree can be used as Museum Studies Program electives, or vice versa. As a rule students are allowed to share up to 1/6 of the total number of credits required for their degree

program and no more than half the credits required for a graduate certificate (of 12 credit hours or less). For example, it is possible to share up to 5 credits between the Museum Studies Program and a 30-credit MA program (for a total of 37 credit hours) or up to 6 credits between the MSP and a 48-credit program (a total of 54 credit hours). However, individual degree programs can set their own policies about double counting and it is *essential* that you consult with the Graduate Student Services Coordinator in your home department as well as the MSP Administrative Assistant to confirm that you have completed sufficient credits to complete both your degree and the Certificate. ***Please do not wait until you plan to graduate to confirm that you have completed sufficient credit hours for both your degree and the certificate.***

5) **Filing for the certificate**

Upon completion of all requirements for the Certificate in Museum Studies you must notify the Museum Studies Program Administrative Assistant, who will review your dossier. If all is in order, you will be sent an email asking you to apply for graduation through Wolverine Access.

6) **Completion of program**

The requirements for the Museum Studies Program must be completed within four years of entering the program. In light of this requirement, it is especially important to think about when you will complete the internship requirement.

Additional useful information

Readmission policy

When a student accepts admission to the Museum Studies Program, s/he agrees to enroll in *both* semesters of the Museum Studies Program proseminar for the year s/he is admitted to the program. Not completing the proseminar sequence is tantamount to leaving the Museum Studies Program. In the event a student is unable to enroll in the second semester of the proseminar (MSP 602), s/he may petition for readmission.

The petition process requires that readmission be sought for the next academic year. The annual deadline for readmission is November 1. The petitioner must complete a *Petition for Readmission* form, available on the Museum Studies Dropbox site. The form asks the petitioner to explain why s/he was unable to complete the second semester of the proseminar (MSP 602) and requires the signature of the petitioner's primary academic advisor. Petitions are reviewed by the Museum Studies Steering Committee. A number of factors influence the decision to allow readmission, specifically the circumstances under which the student was unable to enroll for MSP 602 and the number and disciplinary representation of the participants enrolled in the cohort in which the petitioner is seeking admission. **There is no guarantee that the petitioner will be readmitted to the Museum Studies Program.**

Funding opportunities

In addition to providing financial support for the internship, MSP also offers the following funding opportunities to certificate students. Additional information can be found in the document, *Student Funding Guidelines*, available on the Museum Studies Program Dropbox site, where the *Request for Funding* form is also located.

Professional Development Awards

The Professional Development Award is a one-time award that provides up to \$1000, usually used to defray the cost of participating in a professional museum-related conference or workshop. MSP students must have completed (at least) MSP 601 before being considered eligible for a Professional Development Award (PDA); MSP alumni who have not previously received a PDA are eligible to apply for Professional Development funds to participate in an event that occurs within 12 months of the date of approval of certificate completion (*note*: this is the date the Director signs off in your official file that all requirements have been completed, *not* the date the Certificate is issued by Rackham).

Fellowship for Doctoral Research in Museums

Students who are pursuing a doctoral degree and enrolled in the Certificate Program in Museum Studies are eligible to apply for a competitive fellowship of up to \$10,000 to support dissertation research explicitly situated in or around museums and related institutions. For details about this award, see the document, *FDRM Application and Guidelines*, available on the Museum Studies Program Dropbox site.

Museum Studies Program
Graduate Certificate Program
Guidelines and Application for MSP Electives

Overview

Students pursuing the Certificate in Museum Studies must complete six (6) credits of elective courses. The content of these courses must relate to the field of museum studies.

There are two types of elective courses: those that are explicitly museum studies courses (i.e., they deal directly with museums) and those that implicitly relate to issues relevant to the museum world. If you would like to take a course that is an “implicit elective,” you will need to speak with the instructor about producing a final product for the course (e.g., a research paper) that deals directly with museums.

It is possible to receive retroactive elective credit for a course taken no more than five years prior to submitting the paperwork for elective credit. To initiate an application for retroactive elective credit, you should begin by discussing the class you took with the MSP Director. In some cases, the Director may ask for additional work (i.e., 5-10 page paper, see below) to directly link the course material to museum studies content.

Identifying Elective Courses

A sample list of elective courses approved in the past is available on the MSP website. In addition, before each semester, MSP reviews course offerings for the upcoming term and identifies approved elective courses. This list is posted on the MSP website and on the Museum Studies MBox site. The list is not comprehensive, and other courses may qualify as MSP electives. Please check with the Director or Associate Director if you have questions about whether a particular course can serve as an elective.

Procedures for Elective Approval

Generally, if the course is a pre-approved elective, you will only need to complete and submit the first part of the attached *Application for Elective Credit*. If the course is not a pre-approved elective and you produced a paper or other final project that dealt with museums, you will need to complete both parts of the attached form and submit a copy of the course syllabus and your final project. If you did not produce a museum-focused final product, you will need to write a 5 to 10-page paper that addresses how the issues considered in the course relate to the museum field. Any questions regarding this process should be directed to the MSP Director.

Credit-Sharing

The Rackham Graduate School allows students to share or “[double-count](#)” a limited number of credits between two graduate programs. Credits can move in either direction: courses undertaken for a degree can be used as MSP elective courses or vice-versa. While guidelines may vary between programs, as a rule, students are allowed to share up to 1/6 of the total number of credits required for their degree program, not exceeding one-half of the credit hours required for the MSP Certificate, or 6 credit hours.

Students in master’s programs are *strongly* advised to meet with the Graduate Advisor in your home department as soon as possible to confirm that shared MSP credits will fulfill your degree requirements.

office use only

semester course completed: _____

grade: _____

approved: _____
initials & date

Application for Elective Credit

Student's name: _____ Date submitted: _____

Semester and year elective course was or will be taken: _____

Course number (e.g., ARCH 545): _____ Number of credits: _____

Course title: _____

Instructor's name: _____

Is this course on the list of examples of approved MSP elective courses?

Yes ___ No ___

If no, please proceed to the next section.

MSP Elective Proposal

If this course does not appear on the MSP list of electives, please provide the following information:

1. A brief rationale for why you believe this course should qualify as an MSP elective.

2. If the course does not explicitly deal with museum-related issues, describe the museum-focused product you will/have produced for the course. (Or, you may attach a copy of your paper/project along with this form.)

3. Attach a copy of the course syllabus.

Museum Studies Program
Graduate Certificate Program

Student Funding Guidelines

Professional Development Awards and Internship Stipends

MSP offers two main categories of funding to current MSP students:

- 1. Internship Stipend:** Students pursuing the MSP internship are eligible to receive a stipend of up to \$6,500 for domestic and up to \$8,000 for international internships. These funds are awarded to defray travel and living expenses associated with the internship. In exceptional situations, additional funding may be available. *The project for which the stipend will be used must be approved prior to the receipt of funds.*
- 2. Professional Development Award:** Current MSP students are eligible to receive a one-time Professional Development Award (PDA) of up to \$1000. We encourage students to use these funds to attend professional meetings at which they present a paper. In addition, the Program will entertain proposals for the use of these funds for other purposes that substantively enhance the student's professional development.

MSP alumni who have not already received a PDA are also eligible to apply for support to present in a conference or workshop that occurs within 12 months of the date of approval of certificate completion (note: this is the date the Director signs off in your official file that all requirements have been completed, *not* the date the Certificate is issued by Rackham).

Recipients of the Professional Development Award must submit a brief (no more than 500-word) report within one month of completion of the funded activity. The report should offer a critical assessment of the project/event, including significant insights acquired as a result of the experience.

Applying for Funding

- To apply for funding please complete the *Request for Funding* form (available on the Museum Studies Resources Dropbox site). In addition, for the Internship Stipend, attach a copy of a completed and approved Internship Contract.
- For the Professional Development Award, if you are delivering a paper at a professional meeting or conference, please attach a copy of the abstract of the paper you will be presenting as well as proof that the paper has been accepted.
- If you are attending a conference or professional meeting but *not* delivering a paper, please attach an "official" description of the event which includes dates, location and program content, as well as a brief explanation of how your attendance at this conference will enhance your professional development.
- If you are requesting funding for international travel, please include the completed MSP **University-Related International Travel Release Form** (on Museum Studies Resources

Dropbox site) and provide confirmation that you have registered on the International Travel Registry and acquired required Travel Abroad Health Insurance.

Museum Studies financial support is intended to augment funding sought from other University and/or external sources. When relevant, supply the names of the units/organizations to which you have applied for funding as well as the amount of funding being sought from each unit/organization. Because MSP is part of the Rackham Graduate School, funding received from Rackham for a particular activity may affect your ability to also receive MSP support. Please consult with the MSP Director or Associate Director if you have questions.

Beginning in 2023, Rackham inaugurated a new internship program for Doctoral students. MSP Doctoral students pursuing an internship for the Museum Studies Certificate may be eligible to receive additional financial support. Please discuss this opportunity with the MSP Associate Director.

All requests for funding must be approved by the student's graduate degree advisor. Seeking this signature serves as a means of keeping the student's academic advisor apprised of progress in the MSP as well as the financial support s/he is receiving from the MSP. Please obtain required signatures *before* submitting the *Request for Funding* form to the MSP Director. (Note: If the student has completed their Primary Academic Degree before they apply for MSP financial support, this step is not necessary.) All funding requests are reviewed by the Director of the Museum Studies Program.

In general, requests for funding must be submitted no later than *one month* prior to the date when funding is required.

Applicants will be notified within one month of submitting the *Request for Funding* form. Those receiving an award may receive their stipend in full one month prior to commencement of the project for which funding has been awarded. If funds are required earlier (for example, to purchase an international airline ticket), please specify the date funding is required on the application.

If after receiving funds, the recipient does not complete the proposed projects, the award must be returned to the MSP. If the budget for the project changes significantly either before or after funding is awarded, students should submit a revised budget to the MSP Director.

Students requesting support for international travel must submit a completed copy of the document, *MSP University-Related International Travel Release* (available on the Museum Studies Dropbox site), along with their *Request for Funding* form. Funding requests cannot be processed otherwise.

Museum Studies Program
Graduate Certificate Program

Request for Funding

Financial support is available to defray travel and living expenses associated with the internship and attendance at professional meetings at which you are delivering a paper. In exceptional situations students may seek funding for tuition support. Please complete the form below providing a description of the event for which funding is being sought and an itemized budget of anticipated expenses. For Professional Development Awards, please describe how your participation in the activity (e.g., conference presentation, workshop, etc.) will contribute to your professional growth.

Museum Studies funding is intended to augment funding sought from other University and/or external sources; in the form below please supply the names of other units/organizations to which you have applied for funding. More information about MSP funding can be found in the document, *Student Funding Guidelines*, available on the Museum Studies Program Dropbox site.

Deadlines: Requests for funding must be submitted no later than one month prior to the date when funding is required.

Application date _____ Cohort Year _____

Student Name _____ Student ID _____

Academic Department/School _____

Primary Academic Degree/Area of Study is complete: no yes

Email _____ Local Phone _____

Local Address _____

Professional Development Award Internship Stipend Other

Project description for which funding is requested (attach additional documentation, as needed):

Project Dates: _____ to _____

Funding needed by: _____

(note: funding requests will usually be processed no more than one month before the project start date; if you need the funds earlier, for example to purchase an international air ticket, please specify here)

Budget:

Living expenses (i.e., lodging, food, local transportation) \$ _____
detail:

Travel expenses (i.e., getting to a remote location) \$ _____
detail:

Tuition \$ _____
detail, including the number of credits for which you are seeking support:

Other expenses \$ _____
detail:

Total: \$ _____

Other sources of support

1. Will you be paid by the host institution during your internship? If yes, please describe and specify whether the internship imposes any additional expenses that merit MSP support (a discussion of funding needs with the MSP Director or Associate Director is recommended, in order to determine if your eligibility for whole or partial MSP funding).
2. Current funding: Please list any sources of funding you currently have (include tuition fellowships, dissertation fellowships, etc.). In most cases, these funds do not overlap with MSP support and will not affect the amount of funds that MSP can provide.
3. Future funding: Please indicate specific sources of funding you have investigated for this project and which sources, if any, you have applied to for assistance.
4. Beginning in 2023, Rackham inaugurated a new internship program for Doctoral students. Are you planning to apply for additional Rackham Doctoral internship support? If yes, please discuss this opportunity with the MSP Associate Director.

Approvals

Advisor, Graduate Degree Program* (please print)

Title

Advisor's Signature*

Date

Director, Museum Studies Program

Date

*Note: if you have already graduated from your primary degree program, your advisor's signature is *not* required.

Students seeking financial support for internships will not receive funding until a completed Internship Contract has been received.

Completed Request for Funding forms should be submitted to ummsp@umich.edu.

Museum Studies Graduate Certificate Program

Guidelines for the Internship in Museum Studies

Overview

Completion of the Graduate Certificate in Museum Studies requires each student to complete an internship (formerly called a practicum). The internship requirement for the Certificate in Museum Studies serves as an essential complement to the two-term proseminar and elective courses. The proseminar and elective courses provide historical and theoretical grounding, while the internship offers an opportunity to acquire first-hand experience working in a specific museum setting or museum-related organization.

The internship is usually fulfilled through the completion of a three-month internship at a regional, national, or international museum, although students may propose alternative ways of fulfilling this requirement such as working on a specific research project under the direction of a museum professional, working as an apprentice to a specialist in museum practice, or working with an organization (a foundation, community organization, start-up company, etc.) with a focus on museums. Regardless of setting, the purpose of the internship remains gaining experience and reflecting on that experience relative to concepts, ideas, and theories acquired through coursework.

Beginning in 2023, Rackham inaugurated a new internship program for Doctoral students. MSP Doctoral students pursuing an internship for the Museum Studies Certificate may be eligible to receive additional financial support. Please discuss this opportunity with the MSP Associate Director.

General Objectives

By fulfilling the internship requirement, students will:

- Learn to function as professionals within a broad and diverse community of museums.
- Develop expertise and skills that relate to one or more specific areas of museum work.
- Apply their academic grounding in museology reflectively to inform decision making in their internship.
- Increase their awareness of current issues in the museum profession.

General Requirements

- Students must complete both courses of the proseminar sequence (MSP 601 and MSP 602) before starting an internship.
- The time commitment required for the internship is approximately 500 hours, preferably achieved through full-time work of forty hours per week for three months. If a full-time internship is not available or feasible, the student should discuss alternate arrangements with the MSP Associate Director.

- Students are required to submit evidence of completion of the internship requirement in the form of a product (specified in the internship contract) and a reflective commentary on the experience.
- The Graduate Certificate in Museum Studies will not be issued until all components of the internship requirement are completed.

The product of the internship may consist of a wide variety of outputs, negotiated in advance of the internship with the host institution and approved by the Associate Director of the Museum Studies Program. Examples of products include, but are not limited to:

- background research, proposal or initial design of an exhibit
- background research and a proposal for a new program, policy, or event
- a plan for a visitor study, an outreach campaign, or other type of community engagement
- educational materials for an existing or new program a proposal for design or redesign of a museum's web site or social media presence.

Assessment and Evaluation of Work Performed

Within 60 days of completion of the internship students must submit their final reflective commentary.

The reflective commentary may take the form of one of the following:

- a written essay
- a public presentation
- a blog post crafted for the MSP *Museum Matters* Blog
- a presentation/discussion with a review committee consisting of the MSP Associate Director and/or other expert chosen from the MSP Steering Committee.

Regardless of form, the reflective commentary must include the student's perspective on at least two theories or concepts from the proseminar readings which are tested and evaluated in practice through the internship experience. Students are required to submit a brief proposal for their reflective commentary to the MSP Associate Director during the last few weeks of the internship. The proposal should include a brief summary of the activities in which the student has been engaged, an abstract describing the final product, and the student's initial thoughts about the reflective commentary, including theories and concepts to be examined and a list of relevant readings.

Student Responsibilities

- Students are expected to play an active role in identifying and creating internship experiences that will both further their academic/career goals and are consistent with work conducted at the graduate level at the University of Michigan.
- Internships may be conducted in many different museum venues and may involve work in a range of content areas (i.e., curatorial, museum education, information systems, web-related projects, exhibits, public relations and outreach, development, administration, collections management, etc.). In some cases, three months of

professional employment may satisfy the time commitment for the internship provided that all other internship requirements are met.

- Students must begin planning for the internship well in advance by scheduling a meeting with the Associate Director during their first year in the program to identify potential internship venues, develop a strategy to research and pursue specific opportunities at museums, and to articulate a prospective course of study for their practice-based experience.
- The Internship Contract must be a completed and approved no less than one month prior to embarking upon an internship.

Host Institution Responsibilities

- Host institutions are expected to play an active role in working with the student prior to the commencement of the internship to define expectations, establish suitable terms and conditions, specify the final product, and subsequently to supervise the student's work.
- Host museums should treat interns as they would any trained and qualified staff member. Interns should observe the same work rules as other staff members, attend staff meetings as might be appropriate for a beginning professional, carry out work assignments productively and efficiently, and accept supervision.
- Host museums should provide ample opportunity for students to exercise independent professional judgment and decision-making responsibilities and to conduct meaningful work that contributes to the goals and priorities of the institution. While students should not be excused from routine tasks associated with museum work, neither should internships proscribe student learning by limiting them to nothing but these tasks: the intern should be expected to assume professional-level responsibilities for the majority of the internship experience. Host museums are encouraged to tap the knowledge and creativity of their interns.

Any questions about the nature or intent of these guidelines should be addressed to the Associate Director of the Museum Studies Program.

Museum Studies Program
Graduate Certificate Program

Internship Planning Questionnaire

Advance planning is essential for pursuing a rewarding internship and integrating the experience into your other academic obligations. You must schedule an appointment with the MSP Associate Director before the conclusion of MSP 601 to begin the planning necessary to make this venture a success. Please read the *Guidelines for the Internship in Museum Studies*, available on the Museum Studies Resources Dropbox site for general information about the requirement, then complete and forward this questionnaire to the MSP Associate Director before your meeting.

Please complete this questionnaire whether or not you are planning to complete the internship in the near future and provide your best estimates for the details requested.

Name: _____ MSP Cohort _____

1. When do you plan to undertake the internship?

2. What specific institutions are you considering as potential hosts for your internship?

3. Do you have contacts at these institutions?

4. What type of opportunity are you seeking? [Be as specific as possible.]

5. How might the internship fit within the context of your degree program? For example, can the internship in any way relate to your dissertation research?

6. What is your best estimate of the financial requirements for your internship?

7. What support do you need from MSP staff/faculty in securing your internship?

Please send the completed form to the MSP Associate Director and schedule an appointment to discuss your internship.

Museum Studies Program
Graduate Certificate Program

Internship Contract

Application date _____ Cohort Year _____

Student Name _____ Student ID _____

Academic Dept/School _____

E-mail _____ Local Phone _____

Local Address _____

Proposed Internship Dates: _____ to _____

Description of Internship Activity

Attach to this form a statement that describes the nature and objectives of your internship experience, listing the specific activities in which you will be engaged. This experience must be consistent with work conducted at the graduate level at the University of Michigan and with the general goals of the Museum Studies Program. Please submit a description of proposed activities to the MSP Associate Director for review and approval prior to submission of this document to your museum mentor for signature.

Student responsibilities for the internship include submission of a final product and a reflective commentary about the experience. Please see detailed information about these requirements which can be found in the document *Guidelines for the Internship in Museum Studies*, available on the Museum Studies Program Dropbox site.

Contact Information for Museum Mentor

Institution _____

Mentor Name _____

E-mail _____

Phone _____

Address _____

Signatures

Student _____ Date _____

Museum Mentor _____ Date _____

MSP Associate _____ Date _____
Director

Museum Studies Program

MSP Internship Final Writing Assignment

These guidelines should be used if you elect to complete your internship requirement by completing a written essay.

A fundamental premise of the MSP Program is that museum theory and museums practice should work together, so that theoretical knowledge informs practice and practical understandings of the work of museums inform theoretical discourse. The reality, of course, does not always meet these aspirations.

The internship *final writing assignment* of the MSP Certificate Program ask you to critically assess the relations between theory and practice by returning to and re-examining readings and discussions from the proseminar (MSP 601 and 602) through the lens of your practical experience at the institution(s) where you conducted your internship.

Specifically, we ask you to identify three topics/subject areas from the proseminar that somehow relate to your internship and discuss how the ideas advanced relate (or fail to relate) to your internship experience. The topics you choose must come from the “core” topics of the proseminar syllabus (i.e., typically not guest lectures) and you should cite at least three different proseminar readings for each of the three topics you discuss. You are not expected to do any additional readings to complete this paper, but instead to draw on class readings and discussions. You may add additional readings if you wish, as long as you cite the required number of class readings.

This assignment has two components:

- *A paper proposal* due in the final weeks of your internship
- *A final paper* due within 60 days of the completion of your internship

Proposal

In the final weeks of your internship, submit a 2-page proposal for your final paper to the MSP Associate Director. This proposal should: (1) identify the three topics/subject areas that your paper will address and their relevance to your internship experience (1 page); and (2) include a bibliography (1-2 pages) of at least three references per topic that will support your reconsideration of the topics you propose (if you cannot identify at least three proseminar readings relevant to the topic you have chosen, then you need to find another topic).

Once you have received approval of the proposal, you can then turn to the final paper.

The Paper

While there is no single template for writing this paper, a successful internship paper should include the following:

- *Context:* A general introduction to the institution you worked in and the nature of the work you did for your internship.
- *Critical discussion of three topics:* A discussion of the three different topic areas identified in your initial proposal and a discussion of how the issues raised in the readings (include citations) and class discussions related to your practical experience. (How does theory predict/relate to practice? Where is there a disconnect? What larger conclusions/lessons can you take from bringing theory and practice into dialog?).
- *Conclusion/synthesis:* A synthetic assessment of your overall experience, and broader conclusions on theory, practice and museums in light of your experience.

Comprehensive, well-written papers usually run between 15-20 pages, and should include a list of cited references.

An example of a successful paper is available on the MSP Dropbox site.

Students who are still resident on campus after their internship are welcome to offer a brown bag presentation about their internship experience.

Museum Studies Program
Graduate Certificate Program

**Guidelines and Application for the
Fellowship for Doctoral Research in Museums (FDRM)**

The University of Michigan Museum Studies Program is pleased to offer a competitive fellowship to doctoral students in the program. Up to three awards of no more than \$10,000 each can be awarded annually to MSP students whose dissertation research is explicitly situated in or around museums and related institutions.

To be eligible for the award, students must be pursuing a doctoral degree and must have completed the Museum Studies Proseminar and at least 3 credits of the cognate course requirement. Students who have already completed their internship will be given preference in the application process. If the internship is not yet completed at the time of application, applicants must document that they have already arranged for an internship within the following year. FDRM may not be used concurrently with internship funding. In addition, applicants must have passed their PhD qualifying exams, defended their dissertation prospectus, and, if applicable, obtained IRB approval for their research. Students are eligible to receive only one MSP research fellowship. Students should meet with the MSP Director or MSP Associate Director before applying for the FDRM fellowship.

Note: This fellowship is funded by the Rackham Graduate School. Under Rackham guidelines, students can not hold more than one Rackham Fellowship concurrently. Thus, while you hold the FDRM you cannot also be on a Rackham Dissertation Fellowship or any other Rackham support that provides stipends/fellowship support. You remain eligible for Rackham travel awards and research grants, as well as for external grants and funding from your College, Department, or Program.

Deadlines for FDRM submissions are October 1 and April 1.

The MSP Steering Committee serves as the Fellowship Review Committee. During the academic year (September – April), students will be notified of the Committee's decision within two months of submitting the proposal.

Application for Fellowship for Dissertation Research in Museums

Application date _____ Cohort (e.g., MSP18) _____

Student Name _____ Student ID _____

E-mail: _____

Current address: _____

Proposed project start date: _____ Project end date: _____
(these are the dates for start and end of the fellowship, not for completion of the dissertation)

Dissertation title: _____

Discipline in which the dissertation is being written: _____

Dissertation advisor: _____

Advisor's e-mail: _____

Include the following materials with this application

- A copy of approved dissertation prospectus.
- A letter of endorsement from your dissertation advisor (this can be emailed directly to the MSP Director).
- A proposal of not more than 750 words that outlines the research to be undertaken with the FDRM. This should be a stand-alone proposal written for an interdisciplinary committee, many of whose members are not familiar with the specifics of your particular discipline. Avoid disciplinary jargon and provide enough context so that readers

unfamiliar with your field will understand what is important and exciting about your project. The proposal should include:

- a brief (one to two paragraph) summary of your larger doctoral project and explain how the FDRM will support your work. What are your primary research questions? Why are they important? How does your doctoral work integrate with the field of museum studies?
- the specific goals and timeline for your FDRM-funded work. What kinds of data will you collect? Where will you conduct your research? What methodologies will you use to collect your data? On what timetable?
- A budget. This should include anticipated expenses associated with the proposed project, including the cost of transportation, lodging, food, research, books, etc. *Note: No more than twenty percent of the award can be used to purchase equipment, such as computers, cameras, audio recorders, etc.*
- Include a detailed list of other sources of funding for your dissertation research to which you have applied and the amount of funding you have received from these sources, including any pending funding requests. *Please note: that students already receiving Rackham Fellowship support for their doctoral research or writing are not eligible to simultaneously hold an MSP FDRM.* Your total award from MSP may be adjusted based on other funding you have received.
- A statement of engagement. Please provide evidence of your ongoing engagement with the field of museum studies and specifically the Museum Studies Program since your completion of MSP 601/602. Due to the competitive nature of the FDRM award, we will give priority to those students who have remained engaged with the program at the highest levels.
- Students contemplating international travel must submit a completed copy of the document, *MSP University-Related International Travel Release* (available on the Museum Studies Dropbox site), along with their *Request for Funding* form. Funding requests will not be processed otherwise.

Terms of the Fellowship for Doctoral Research in Museums

- One-half of the research award will be dispersed no more than two months prior to the commencement of research.
- A brief (2-page) interim report on progress must be submitted (emailed to the MSP Director) either halfway through the FDRM funded project or six months after the commencement of research, whichever comes first.

- Upon receipt of the interim report, and assuming adequate progress has been made towards the goals outlined in the fellowship proposal, the second half of the award will be dispersed.
- If after receiving funds, the recipient does not complete the proposed project, the award must be returned to the MSP. If the budget for the project changes significantly either before or after funding is awarded, students should submit a revised budget to the MSP Director.
- Upon completion of the FDRM sponsored research, students are required to submit a brief summary (1 page) about your research and future plans to the MSP Director and Associate Director.
- The final FDRM deliverable is to share your work with the MSP Community through a *Museums at Noon* series presentation or a *Museum Matters @ Michigan* blog post. Please discuss these options with the Associate Director.

In signing and submitting this application form the applicant agrees to the terms outlined above.

Applicant's Signature

Date

Dissertation Advisor (please print)

Title

Advisor's Signature

Date

MSP Director's Signature

Date

Museum Studies Program

MSP University-Related International Travel Release

Please submit to ummsp@umich.edu with your Request for Funding Form.

By signing below, I agree to the terms and conditions of the international opportunity as follows:

1. I understand that I am not required to participate in the international opportunity in order to satisfy any University of Michigan School/College/ Department (hereinafter "UM S/C/D") requirement. The decision to participate in the international opportunity is completely voluntary.
2. I understand that the UM S/C/D cannot guarantee my safety, and I acknowledge that my pursuit of the international opportunity may expose me to significant risks including, but not limited to, accident, war, natural disaster, sickness, quarantine, terrorism, serious bodily injury or death, crime, property damage, and other risks that may not be foreseeable. I understand that I am solely responsible for my health and safety and I assume responsibility for all risks associated with my pursuit of the international opportunity.
3. I understand that it is my obligation to inform myself fully about the international opportunity and the country (countries) I have chosen to visit, including, but not limited to, researching and obtaining all inoculations that may be required; making arrangements for any dietary, health or medical requirements that I may have, and reviewing and complying with University Travel Warning destinations: <http://global.umich.edu/going-abroad/planning/policy/>.
4. I agree to waive and release the Regents of the University of Michigan, (hereinafter "UM"), and all of its employees and agents from any claim arising while participating in the international opportunity, whether for injury, loss, damage or expense resulting from accident, war, natural disaster, sickness, quarantine, terrorism, or government restrictions and regulations, provided that such claim is not due to the negligence of the released party.
5. I agree to indemnify UM and all of its employees and agents from any financial obligations or liabilities that I may personally incur while participating in the international opportunity, including attorney's fees and court costs resulting from my acts, errors or omissions.
6. I understand that it is my responsibility to familiarize myself with my host institution's or host country's rules and regulations and that I am subject to them. I understand that I am subject to host country laws. I also understand that I must continue to follow all applicable standards of conduct, rules and regulations of the UM including, but not limited, to research guidelines and export control requirements.
7. I agree to comply with the U-M International Travel Policy SPG 601.31, which can be found at <http://global.umich.edu/going-abroad/planning/policy/> including:

- Comply with the U-M Travel Registry requirement and enter my travel details into the system. I will provide a copy of the confirmation to the Museum Studies Program. In addition, I will ensure that my information is correct and updated in the U-M Travel Registry throughout the duration of this international opportunity: <http://global.umich.edu/travel-resources/register-your-travel/>
- Obtain U-M Travel Abroad Health Insurance and provide proof of insurance to the Museum Studies Program prior to departure: <http://www.uhs.umich.edu/tai>
- Comply with the requirements to seek ITOC approval and submit the appropriate signed waiver if my international opportunity is located in a University Travel Warning or Travel Restriction destination <http://global.umich.edu/travel-resources/warnings-restrictions/>

8. I also agree to the following risk management precautions:
- That I will request approval from the Museum Studies Program in advance of any change to my travel plans from those I originally proposed.
 - That I will consider obtaining liability and collision insurance that will cover me in the applicable foreign countries, if I plan to operate a motor vehicle.
 - That I will consider insuring my property from loss or theft.
 - That I will consider purchasing travel insurance and tuition insurance.
9. I understand that funding for graduate student travel is dependent upon the terms of this document being completed. If I received U-M funding to support my international experience and I am unable to carry out or complete my project, I understand I may be required to return some of all of the funds awarded to me.
10. I hereby agree to the enforcement of this agreement under the laws of the State of Michigan, should any dispute arise.

I have read the entire University-Related International Travel Release. I understand its terms and I agree to the terms outlined above and accept the consequences of these terms.

Name (please print)

Signature

Date

UMID

Email Address

Destination Country

Start and End Dates of Travel

Museum Studies Program
Graduate Certificate Program

Pre-Departure Checklist for Students Traveling Abroad

- ❑ **Travel Registration.** All students must register with the University's International Travel Registry (<https://wolverineaccess.umich.edu/>). Include either your home department or the MSP Director as your travel contact. **Please email ummsp@umich.edu to confirm that you have completed your travel registration and acquired Travel Abroad Health Insurance (see below).**
- ❑ **Health Insurance.** The Museum Studies Program requires that all students obtain Travel Abroad Health Insurance through the University. Health Insurance can be purchased only after registering your travel information (see above). <http://www.uhs.umich.edu/tai/>.
- ❑ **Health.** Consult UHS Travel Health Services (<http://www.uhs.umich.edu/travelhealth>) for immunization and travel health recommendations. Students must complete online health assessments before making UHS travel health appointments. Appointments should be made 6-8 weeks before your planned departure. Prepare an adequate supply of medications for the duration of your trip and be sure to take a copy of your eyeglass prescription.
- ❑ **Passport and Visa.** Obtain a passport and check visa requirements well in advance of departure. For U.S. Passport information: <http://travel.state.gov/passport/>. Many countries require an entrance visa. Some require a special visa for research and internships. These may take weeks or months to obtain. Check the website of the destination country's embassy in Washington, DC, or visit <http://internationalcenter.umich.edu/swt/travel-abroad-basics/passports.html>
- ❑ **Embassy.** Upon arrival, U.S. citizens should register with the U.S. Embassy of your destination country: <http://internationalcenter.umich.edu/swt/travel-abroad-basics/embassies-consulates.html>
- ❑ **Travel Warning.** To travel to a country currently under a State Department travel warning, (<https://travel.state.gov/content/passports/en/country.html>), you must complete and submit the University's *Individual Student Travel to Countries with Travel Warning* form and the *Terms and Conditions of Participation for Students Intending to Travel Abroad* in advance of your departure.
- ❑ **Seek Funding.** Plan well in advance and check deadlines for travel, research and internship funding. U-M deadlines are November-March, with most in February. For an overview of U-M sources: <http://global.umich.edu/going-abroad/funding/>

Museum Studies Program
Graduate Certificate Program

Frequently Asked Questions for Current MSP Students

Q. What if I am not a Rackham student? How do I register for MSP courses?

A. MSP 601 and MSP 602 (proseminar courses) must be registered for as Rackham courses. Students in the School of Information Master of Science in Information, the Law School, and any other non-Rackham graduate program must register for MSP proseminar courses under Rackham and not your home school to fulfill Rackham's requirements that half of the certificate credit hours must be completed in Rackham in order to be approved for graduation.

Any non-Rackham students who have registered for MSP proseminar courses under their home school will need to contact their home department's registrar, ask to be withdrawn from the MSP courses that were registered for under their school, and re-register for them under Rackham.

The complete list of non-Rackham graduate programs is available at <https://rackham.umich.edu/programs-of-study/non-rackham-programs/> If you have questions about whether your graduate program is part of Rackham, please consult the graduate student coordinator in your home program.

Q. How many courses may I double count?

A. Students in dual degree programs may double count a limited number of credit hours toward the requirements of both degrees (that is, toward both your primary degree and the Museum Studies Certificate). This is seldom a concern for PhD students, but is something master's students should pay close attention to. No more than one-sixth of the total credit hours required for a master's degree may be double-counted with a certificate, and not more than one-half the credit hours necessary for the certificate (i.e. 6 credit hours) may be double counted with a masters.

Please note that individual master's programs may have more restrictive policies than those outlined above. Please check with your graduate student coordinator to confirm that you may double count MSP courses toward your primary degree.

Q. Do I need to tell my home department about my MSP courses?

A. Yes! It is very important that you speak with both your academic advisor and graduate student coordinator (if these are different people) in your home department about requirements for your primary degree. Departments have different rules that students must follow regarding required credits, and MSP cannot advise you on the requirements of your home department. You must work with your home program to make sure that you are taking enough classes to be able to appropriately count them for credit when it comes time to apply for graduation so that you will have enough credits for each program/field of study.

Q. What do I need to do to get elective credit for a course?

Each semester, MSP posts a list of pre-approved electives on our web site and in Museum Studies Resources Box site. If the course you have completed is listed as an approved elective, you will only need to complete and submit the Application for Elective Credit section of the *Guidelines and Application for MSP Electives* form. If the course is not listed as an approved elective and you produced a final project that dealt with museums, you will need to complete both parts of the above-referenced form and submit a copy of your final project. If you did not produce a museum-focused final project, you will need to write a 5 to 10 page paper that addresses how the issues considered in the course relate to the museum field. Any questions regarding this process should be directed to the MSP Director.

Q. I took some museum-related elective courses before I joined MSP. Can they count toward the Certificate?

A. It is possible to receive retroactive elective credit for a course taken no more than five years prior to submitting the paperwork for elective credit. If you are interested in doing so, please schedule a meeting with the MSP Director to discuss the course's appropriateness as an MSP elective.

Q. I will be graduating with my primary degree before I complete all of the requirements for the MSP Certificate. Can I still receive the MSP Certificate? When should I file the Dual Degree/Joint Degree form?

A. Yes, it is quite common for MSP students to receive the certificate *after* they have graduated with their primary degree. This is especially the case for master's students, who often begin MSP in the final year of their MA/MS program.

Master's students (and Law students) must complete the dual degree/joint form (PhD students generally do not need to complete this form) in order to be awarded both your primary degree *and* the MSP certificate. You cannot submit this form until you have completed *all* requirements for both degrees.

That is, if you are ready to apply for your master's degree but have not yet completed your internship (practicum), then you are getting only one degree at graduation and cannot submit the dual degree form. Once you have completed the internship and the reflective commentary, then you are ready to apply for the certificate (assuming you have also successfully completed MSP601, MSP 602, and your electives). It is at this time that the [dual/joint degree form](#) must be submitted.

If you will be leaving town after graduation, you should complete as much of the form as you can with your primary department *before* you graduate, have your academic advisor sign the form, and leave it on file with MSP. Even if you will be in town, it is a good idea to do this so that your primary department can review your status before you graduate and can confirm that there will be no issues with double-counting courses when the time comes to apply for the certificate. The MSP director will sign and complete our part once you have fulfilled all MSP requirements and forward it to Rackham on your behalf. Once Rackham receives information from us that you have successfully fulfilled all requirements for the certificate, they will authorize approval of the MSP certificate. You will *not* owe any additional tuition or fees. You will receive notification from MSP and from Rackham when the certificate has been awarded.