

Edsel & Eleanor Ford House/Historic Ford Estates Internship Program

Objectives

Edsel and Eleanor Ford House/Historic Ford Estates has established this internship program as an important component of its mission to preserve the historically significant structures, grounds, art, and artifacts of the site and to use these for the benefit and enrichment of the community. Specifically, the objectives of the Ford House/Historic Ford Estates Internship Program are:

- to provide a practical, hands-on, professional experience to undergraduate and graduate students that supplements and supports their academic studies and helps to prepare them for careers in their chosen fields;
- to expand and enhance Ford House/Historic Ford Estates' educational role in the community;
- to promote and support historic site management as a career choice for talented individuals and help prepare them as future leaders in the profession;
- to provide an opportunity for the Ford House and Fair Lane staff to expand their knowledge of new developments and trends through collaborations with colleges and universities and interactions with students.

Guidelines

- An internship is typically a learning experience offered in cooperation with an educational institution for which the intern earns undergraduate or graduate college credit. However, Ford House/Historic Ford Estates' will consider arranging an "internship" experience for students or recent graduates on a not-for-credit basis.
- Internships at Ford House and Fair Lane are unpaid. Consideration may be given to providing perquisites such as housing, meals, mileage reimbursement, etc. depending upon individual circumstances.

Procedures

1. Internships that fulfill the objectives above may be proposed by any Ford House or Fair Lane staff member by completing the attached Internship Description form and obtaining approvals by the appropriate manager and/or vice president, and the president.
2. Upon approval of an internship position, the human resources administrator works with the initiating staff member to recruit and select a qualified individual for the position. The completed Internship Description form is used to communicate the opening to colleges and universities.
3. All internship applicants must complete an Internship Application form (attached). Interviews of internship applicants are conducted by the supervising staff member. When a successful candidate is identified, supervising staff member offers the internship to the selected candidate subject to a criminal history background check.

Internship Coordination and Supervision

The staff member who initiated the internship serves as the intern's immediate supervisor and performs the following duties:

- Orients the intern to Ford House or Fair Lane, i.e., arranges for a tour, introduces the intern to other key staff members, arranges for a collection-handling training, and provides other orientation activities as necessary to ensure the intern understands the basics of Ford House or Fair Lane's operation and feels comfortable and welcome here.
- Arranges for a work area for the intern and provides all the necessary materials the intern will need to perform his/her tasks.
- Schedules the intern's working hours. These should coincide with the supervising staff member's hours of work.
- Clearly communicates the job expectations to the intern and ensures these are understood and carried out.
- Closely monitors the intern's progress, providing feedback, instruction, and assistance as necessary. Frequent, daily interaction with the intern is required.
- Evaluates the intern's performance at the conclusion of the internship in the manner prescribed by the college or university. If a written evaluation is not required by the institution, the staff member prepares a written evaluation that details the accomplishments of the intern and describes the extent to which the learning objectives were met. In either case, the evaluation is forwarded to the appropriate manager and/or vice president, and the president for review.

Edsel & Eleanor Ford House/Historic Ford Estates
1100 Lake Shore Road
Grosse Pointe Shores, MI 48236

Internship Description

Site Information

Edsel & Eleanor Ford House was the home of Edsel Ford, his wife, Eleanor Clay, and their four children. Edsel Ford was the only son of Ford Motor Company Founder, Henry Ford, and served as company president from 1919 to 1943. The impressive, yet unpretentious, residence was designed by architect Albert Kahn to resemble a cluster of Cotswold village cottages and is filled with a diverse collection of art, antiques and furniture that reveal the Fords' progressive and educated tastes in art and design. The Fords were cultural, social and economic leaders in a turbulent time of economic depression and world war. As steadfast supporters of the arts and other philanthropic endeavors, they generously donated to education and medical research while contributing immeasurably to the growth of Detroit's cultural resources. Their home has been preserved and maintained as an enriching community resource that is open to the public for tours, educational programs, and special events. For more information, visit our website at www.fordhouse.org.

Henry and Clara Ford built the 31,000-square-foot Fair Lane as their dream home on 1,300 acres, just a couple miles from where they both were born. At a time when Henry was skyrocketing to global fame after the success of Ford Motor Company and the Model T, Fair Lane was their sanctuary. It was their 15th and final home - where they enjoyed entertaining their grandchildren and many friends, including frequent visitor Thomas Edison, for whom they reserved a suite of rooms. The house is a unique blend of Midwestern Prairie School and English country manor styles. The estate along the Rouge River included a hydro-electric powerhouse and dam, a greenhouse, a working farm built to scale for their grandchildren, an indoor pool, skating house, staff cottages, bowling alley, and a pony barn, as well as a private garage and laboratory for Henry. The vast gardens and landscape were designed by famed architect Jens Jensen. For more information, visit our website at www.henryfordestate.org.

Edsel & Eleanor Ford House Education Internship
Summer 2018

Project Overview/Description

During this one-semester internship in Summer 2018, The Edsel & Eleanor Ford House Education Intern will develop a specialty tour, which will be added to our tour schedule upon the opening of our new Visitor Center in 2019. The tours will communicate information about The Edsel & Eleanor Ford House and raise public awareness of the collection and the historical significance of the landscape. In developing the tour, the intern will conduct research, select objects, develop themes, write narrative text, and design tour paths. The intern will also receive practical, hands-on programming and event planning experience.

Activities, Goals, and Objectives

- Determine the big idea and sub-themes which will be expressed in the tour.
- Gain an understanding of The Edsel & Eleanor Ford House, conduct research in the collection, review digital objects, and discuss the collection with museum personnel.
- Produce a fully developed tour with citations, object list, tour path, and any supporting materials. Consult with the Visitor Experience Team on policies and best practices.
- Increase knowledge and skills relating to interpretive tour development throughout the semester, complete weekly assigned readings, participate in discussions with the internship supervisors, and attend education programs and other events.
- Lead the Visitor Experience Team and other stakeholders on a sample tour.

Deliverables

- Big Idea and Themes
 - One overarching theme or “takeaway”
 - Multiple sub-themes, as appropriate
 - Description of the proposed tour audience and appropriate learning styles
 - Bibliography of cited research to support themes
- Tour Outline
 - Tour title
 - List of objects to be interpreted
 - Learning objectives
 - Defined tour path
 - Bibliography
- Tour
 - Full tour script – with complete citations
 - Complete object list
 - Bibliography
 - Proposed timings
 - Supporting materials (if applicable)

Impact

The project supports the development of a new and expanded tour schedule, during a period of growth for the Edsel & Eleanor Ford House. The opening of our new Visitor Center in 2019 will be accompanied by a new menu of tour options, allowing visitors to engage with the history of Gaukler Pointe and the Ford Family in new and exciting ways. These new specialty tours may also be used to create and/or support new online content to help The Edsel & Eleanor Ford House increase accessibility to our collections and historic site.

Benefits to the Intern. The intern will gain:

- Hands-on museum programming experience
- Theoretical and practical experience in interpretive tour creation
- Expertise in Edsel & Eleanor Ford House subject matter
- Improved research skills
- Experience producing project-specific deliverables
- Project ownership in a tour that will be available to all Edsel & Eleanor Ford House visitors
- Experience in problem solving real-world programming challenges

Benefits to the Edsel & Eleanor Ford House. The museum will gain:

- Skilled support for tour development
- Tours that can be easily implemented and executed
- Support for community engagement and special events

Student Learning Outcomes. The intern will:

- Assess contemporary museum education literature
- Prepare and justify a tour plan based on current best practices in museum education
- Employ a logical and engaging narrative for a tour
- Practice primary source research skills to generate interpretive content

Roles of the Internship Director and Team Members

- Jessica Marcetti and Gretchen Abrams will be the primary intern supervisors responsible for guiding and supervising all aspects of research and tour development.

Metrics for Project Deliverables

The intern's success in this project will be measured by a rubric, assessing the satisfactory completion of:

- 1.) Big idea and sub-themes
 - a. In addition to the big idea, three to five sub-themes must be identified
 - b. Themes must be logical, relevant, and broad enough to allow for greater development
 - c. Themes must be informed and supported by collection content and research
- 2.) Tour outline
 - a. Includes specific learning outcomes
 - b. Narrative must be logical and relevant to EEFH collections
 - c. Includes a proposed tour path
- 3.) Completed tour
 - a. Tour must reflect current best practices for museum interpretation
 - b. Tour must be formatted as a formal document, ready for distribution to docents and other museum staff

Plan of Activities for the Summer 2018 Semester

- The intern will provide weekly activity updates so that the supervisors can monitor progress, provide feedback, and respond to questions. The interns and supervisors will also discuss weekly assigned readings
- The intern and all team members will meet monthly to discuss activities and assess progress on goals
- By the beginning of June, the intern will determine the tour's big idea and sub-themes
- By the end of the semester, the intern will deliver a completed tour
- By the end of the semester, the intern will lead VEX staff and other stakeholders through their tour

Opportunities for Regular Assessment and Feedback

- Weekly meetings with Jessica and Gretchen for assessment and feedback
- Formal assessment in June and August, upon completion of deliverables

Internship Start Date _____ **End Date** _____ **Hours per Week** _____

Internship Supervisor _____ **Title** _____

Contact:

Barbara VanderHeuvel
Director of Human Resources
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 Grosse Pointe Shores, MI 48236
 Phone: (313) 884-4222 Fax: (313) 884-5977 Website: www.fordhouse.org
 Ford House is an Equal Opportunity Employer

APPLICATION FOR INTERNSHIP

Personal Information

Last Name		First Name		Middle	
Street Address			City		
State	Zip	Area Code	Phone Number		

Have you passed your 18th birthday? Yes No

Have you ever been convicted of a _____ Yes No

Are there any felony charges pending against you? Yes No

If you answered "Yes" to either question, explain below. Include the charge, date, and disposition.

Internship Information

College/University		Major & Minor		Degree Expected	Expected Graduation Date
Course Name			Instructor's Name & Phone Number		
Internship Begin Date	Internship End Date	Total No. of Internship Hours Required	No. of Credit Hours You Will Earn		

Please explain Your internship objectives, the types of experiences you hope to gain, and why you believe an internship at Ford House or Fair Lane will fulfill those objectives

Work History – Complete this section fully. Do not substitute a resume. Starting with the most recent, list all jobs, internships, volunteer positions, military experience, etc. Use additional sheets if necessary.

Start Date (Mo/Yr)	End Date (Mo/Yr)	Title of Position	
Name of Employer/Organization		Name of Supervisor	Area Code Phone Number
Address		Your Duties	
City	State	Zip	Reason for Leaving

Start Date (Mo/Yr)	End Date (Mo/Yr)	Title of Position	
Name of Employer/Organization		Name of Supervisor	Area Code Phone Number
Address		Your Duties	
City	State	Zip	Reason for Leaving

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Name of Employer/Organization		Name of Supervisor	Area Code Phone Number
Address		Your Duties	
City	State	Zip	Reason for Leaving

Applicant Statement- Please read the following statement carefully.

I understand that all Edsel & Eleanor Ford House/Historic Ford Estate interns must submit to a criminal history background investigation. I hereby authorize Edsel & Eleanor Ford House/Historic Ford Estate to conduct such investigation and to make any additional investigation into my background deemed necessary. I authorize third parties (e.g., current and former employers, law enforcement organizations, financial and educational institutions) to furnish Ford House/Historic Ford Estates with any information (other than medical or disability information) considered relevant in their discretion to my application for an internship. I further release all persons and organizations from any liability whatsoever for furnishing such information.

I understand that I will receive no pay, benefits or other privileges of employment of any kind for my services as an intern. I further understand that Ford House/Historic Ford Estates does not carry or maintain health, medical, or disability insurance coverage for any intern. I expressly assume the risk of injury or harm that may occur in the course of my intern activities and hereby release Ford House/Historic Ford Estates from all liability for injury, illness, death, or property damage resulting from those activities. I understand that all information—for example, the value of collection items, financial records, personal information about employees and Ford family members, etc.—of which I may become aware while performing my duties at Ford House is confidential and proprietary, and that I am expected to refrain from disclosing it to anyone.

My signature below indicates I have read and agreed to the paragraphs above.

Signature of Applicant

Date