

Internship Procedures

PUBLIC HISTORY MAJORS

HIST 496

Internships are important to public history students. They provide hands-on training working side-by-side with professionals. With this goal in mind, public history students are required to take nine hours of internship credit. Each credit hour requires 48 hours of work. Taking the full nine hours in one summer means that a student would work 432 hours, which equals 40 hours a week for eleven weeks. They must also track their time, keep a daily work journal, and write a 4-6 page summary after the internship has been completed.

Internship process:

- Secure an internship either on your own or with the help of the Internship Coordinator.
- Fill out the Internship form and get a signed approval from the Internship Coordinator (after the form is signed by all parties, a copy is made for the Internship Coordinator).
- Register for the appropriate number of HIST 494 hours.
- Keep a timesheet of hours worked over the course of the internship. Include the time it takes to keep the journal and writing the paper.
- Keep a journal of daily activities, projects, and responsibilities.
- After the internship is complete, ask your supervisor to sign your timesheet and write a summary letter of your work on official stationary. Ask for two copies of the letter, one for your records and the other will be turned into the Internship Coordinator.
- Write a 4-6 page reflective essay. It should be double-spaced, typed summary of activities and projects completed, responsibilities, and skills learned during his/her internship. Reflect on what you learned over the course of the internship experience.
- Complete the internship form.
- Students have two weeks after the internship ends to turn in the form, letter, journal, timesheet, and reflective essay into the Internship Coordinator.

Internship Form

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Remember: You must register in advance for internship credits

This form is to be completed before the end of the semester **prior** to starting the internship and signed by the Public History Program Director. The student will retain the form and complete it at the end of his/her internship and turn copies in to the Public History Director.

Number of internship credits registered for: _____

Nine credit hours of internship are required to graduate. Each credit hour requires 48 hours of work, including time spent filling out journals and writing activity summaries. Taking the full nine hours in one summer means that a student would work 432 hours, which equals approximately 40 hours a week for eleven weeks.

Dates of Internship:: _____

Intern's name, permanent address, contact information, and NAID #:

Name of and address of internship site:

Internship supervisor's name, title, address, and contact information:

Scope of internship (anticipated activities and projects, schedule, responsibilities, etc.):
[please attach additional pages if needed].

Student's signature

Date

Public History Director's signature

Date

To be filled out within two weeks after the completion of internship:

The student must maintain a daily journal of his/her internship activities, projects, and responsibilities. This must be turned in to the Public History Director who should initial and date to signify completion. _____

The student must produce a 4-6 page double-spaced, typed summary of activities and projects completed, responsibilities, and skills learned during her/his internship. This must be turned in to the Public History Director who should initial and date to signify completion.

Public History Director's signature

Date

Public History Program Director's signature for completion of ____ credits of internship.