Internship Procedures for the Department of History

How many credit hours can a student earn for internships (range)?
In most instances students earn three credit hours for Internship in History (HIST 340 or HIST 640). However, in some exceptional cases, a student can earn six credit hours for HIST 340 by participating in two separate and distinct internship experiences. In short, they take two courses.

What are the requirements for the student intern to successfully complete the internship?
The Department of History requires that students have a formal face-to-face interview with an individual at the proposed internship agency to discuss the possible internship activities. If the student and the internship supervisor agree to work together, the student completes a “Student Learning Contract”. This contract is usually a three- to five-page description of the proposed internship, a brief history of the institution and a commentary on who will supervise and evaluate the internship work. The supervisor of the internship must approve this contract with their signature. The student signs the contract form, as does the Department of History’s coordinator of internships. This form is submitted to the coordinator of internships during the first few days of the internship.

The Department of History requires that students successfully complete between 140 to 160 hours on the internship. Students are required to keep a work log or diary, where they describe the daily internship work. This log/diary is submitted to the coordinator of internships for evaluation at the conclusion of the work. In addition, any paperwork that the student intern submits to the agency as part of their work must be submitted to the coordinator of internships. This written work has taken a variety of forms: formal research papers, research notes for museum exhibits, tax records for historic preservation activities, genealogical information, manuscript collection finding guide and oral history interview transcripts, etc.

The student’s work in the internship is evaluated in several ways. Both the agency supervisor and the coordinator of internships evaluate the student’s internship work. The agency supervisor completes a written evaluation at the conclusion of the internship, which is submitted to the coordinator of internships. The coordinator evaluates the student’s log/diary and submitted written work. Finally, the coordinator of internships conducts an interview with the student about the internship.

What are your registration practices?
• When does a student sign up for credit and how does that relate to when the student does the work?
• What options does the student have?
• In what periods of the year can a student do the work of the internship?

The Department of History offers its Internship in History courses every semester and during the summer session. Students are required to register for HIST 340 or HIST 640 when they participate in the internship.
How is the student intern supervised?

- Expectations for professional supervisor?
- Expectations for faculty supervisor?

The coordinator of internships discusses the internship and the supervision of interns with the agency supervisor before the student begins the work. The Department of History also has written guidelines for agency supervisors, which includes the department’s expectations of internship work.

The coordinator of internships helps students find internships, helps make the initial contact or contacts the agency about internships, reviews the “Student Learning Contract,” evaluates the intern and conducts the final interview with the intern.

How is the internship evaluated?

See above.

What type of contact does the department make with the facility providing internship?

The coordinator of internships discusses the internship possibilities with each agency to determine if the proposed internships merit credit in the Department of History. The coordinator of internships maintains contact with the agency supervisor throughout the internship, and answers questions that might arise.

Who is responsible for arranging internship? Student/faculty/both?

The Department of History requires that all internships be arranged through the coordinator of internships. Students can propose internships and make initial contacts, but the coordinator of internships must determine if the internship merits three credit hours in history.