

INTERNSHIP COURSE GUIDELINES & REQUIREMENTS

Course #: HIST 5374

Department Contact: Dr. Lynn Denton, Director
Public History Program

Course Credit: P/F

Course Description: Internships which meet the Public History program degree requirements must consist of a minimum of 150 direct internship hours during the semester. The Director of the Public History program will work with students to identify internship opportunities. Students are responsible for applying to internship sites and for final internship site selection. The scope and focus of an Internship is established by the student and the host site however, the Program Director and the Chair of the History Department must provide PRIOR approval for the internship via a signed *Public History Internship Approval Form*.

Pre-requisites: Students wishing to enroll in internship hours must have completed HIST 5371 – Introduction to Public History and at least 6 additional hours of degree requirements. Notification must be provided to the Director of the Public History program at least one semester in advance of the proposed internship period. (*Internship Request Form*)

Educational Objectives: The purpose of a public history internship is to provide students an opportunity to gain a deeper understanding of the nature of public history practice by engaging in meaningful work under the guidance of experienced and knowledgeable public history professionals. Individual internships will meet specific student needs, and for that reason, an *Internship Goals and Outcomes Worksheet* is to be completed by the student at the beginning of the internship.

Requirements: Students will be expected to:

1. Ensure that the *Internship Letter of Agreement* is signed by the host site and returned.
2. Complete and return an *Internship Goals and Outcomes Worksheet*.
3. Post blog entries to the TRACS site at least weekly. These entries should focus on the nature of the internship work and should include observations and insights gained about public history practice as experienced in the internship setting.
4. Complete a 7-10 page Summary Report that includes a description of the internship, work undertaken and completed, and an assessment of skills learned/knowledge acquired, and a discussion of how the internship enhanced understanding of public history practice.
5. Complete a *Student Evaluation Form* for the internship site.