

## STANDARDS AND GUIDELINES FOR STUDENT INTERNSHIPS

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I. **PURPOSE:** Internships are a crucial component of CSU's Public History MA program. Working under the supervision of an institution or professional gives students experience in their field of study and the opportunity to apply their academic training to public history situations. Through internships, students make valuable contacts within the field, learn to work within public history bureaucracies, produce substantive material for a portfolio or resume, and become professionalized into the discipline.

II. **PROCEDURE FOR OBTAINING INTERNSHIPS:** Graduate students should seek paid internships in established companies or institutions. By the end of their first semester, graduate students should be preparing to apply for such positions. They can find notice of internships in a number of sources: faculty referrals, the History Department's Red Book kept in the mail room, the History Department's announcements to graduate students, individual searches on appropriate websites, their own personal contact with targeted institutions, and announcements from local agencies. Students should contact the institution and complete its application with advice from their faculty advisor.

After students interview with institutional officials (by telephone or in person) and receive word that they have an internship, they will discuss the terms of the position and identify the projects on which they will work with their internship supervisor. Then students will take this information to their faculty advisors who will then assist students in completing the necessary paper work to receive university credit.

Undergraduate students can find suitable internships in much the same manner as graduate students. However, the emphasis on paid internships is less. Although any History Department faculty person can sponsor an undergraduate internship, the Public History faculty require that undergraduates have had a class from them before supporting an undergraduate internship.

### III. REQUIREMENTS FOR STUDENT INTERNSHIPS

1. **CREDIT HOUR/WORK RATIO:** To receive 1 credit, graduate students must work 60 internship hours. We expect graduate students to undertake 3 credit internships consisting of at least 180 total hours (approximately 12 hours per week in 15 weeks). Internships may last longer than one semester but 3 credits are the maximum credits given for a single internship.

Undergraduate internships will receive 1 credit for 40 to 60 intern hours, or 120-180 hours for 3 credits (8-11 1/4 hours per week in 15 weeks).

## 2. PROFESSIONAL EXPERIENCE:

Internships must involve defined projects. Public history internships should engage specific methodologies and involve professional work in the field. Work-study type positions and unspecified volunteer work do not qualify for internship credit.

## 3. REQUIRED DOCUMENTATION FOR INTERNSHIPS:

Special Studies Form: Students and faculty advisors will complete the History Department's Special Studies Form with a paragraph that briefly stipulates the requirements of the individual internship. After the department chair approves the project, students will receive the code number to register for the internship course.

Memorandum of Agreement: The faculty advisor, sponsoring institutional supervisor, and student will exchange a Memorandum of Agreement that stipulates the reciprocal obligations of each participant. The MOA will identify a student supervisor and include a description of the projects in which the student will participate. Expectations of the student and the supervisor during the internship will be clearly stated.

Evaluation of Internship: At the internship's completion, the institutional supervisor will provide a written evaluation of the student's performance.

Grade Sheet: Faculty advisors will maintain a grade sheet for the internship required for the History Department's permanent file.

## 4. REQUIREMENTS FOR STUDENTS TO RECEIVE CREDIT

Daily Log of Activities: At minimum, students will record the dates and hours of work, the projects worked on, and the tasks completed in a daily journal. Students should also note people encountered, meetings attended, helpful books identified, research undertaken, or any other information that verifies their participation in institutional processes. The log should assist students in completing future job applications and their internship paper.

Final Paper or Presentation: Students will present a summary and analysis of their internship experiences to their faculty advisor. Though faculty advisors and students can negotiate the nature of this final product, most often students will write an analytical paper that discusses the projects in which they participated and reflects on how they utilized their historical skills in their public history experience.

Portfolio or Copies of Projects: Students will keep copies of all projects produced during their internships and submit copies to their faculty advisors at the internship's completion.

Additional Requirements from Faculty Advisors: Though the above are the minimum requirements to receive credit, depending on the individual situation, faculty advisors

may give additional assignments, such as plans of work, bibliographies, or additional readings.

Regular Contact with Faculty Advisor: Students are responsible for maintaining regular contact with their faculty advisor during the internship. Should any problems arise, students must notify their faculty advisor to assist in resolving the situation.

Internships in Declared Public History Track: Students will complete at least one internship in their declared track (Archives, Historic Preservation, Museums) within the Public History program.

#### IV. GUIDELINES FOR STUDENT INTERNS

Diversity of Experience: The Public History faculty strongly recommends that graduate students complete two internships during their program and that they take them in different institutions or different departments within a single institution. This ensures a diversity of internship experiences and complements the generalist approach of the program.

Tripartite Relationship: When undertaking an internship, students are participating in a three-way relationship with reciprocal responsibilities. The students give the institution their time and labor; the institutional supervisors give students training and direction; the faculty advisor gives students academic credit for successful internships. In resolving problems in an internship, students should evaluate the roles of the various participants.

Confidentiality: Students must respect the confidentiality of sensitive information encountered during an internship and refrain from discussing it with others.

Professionalism: Students are expected to conduct themselves as professionals during their internships. While placed in institutions, they represent CSU's program and their behavior and work habits reflect on its credibility. Therefore, CSU expects the following conduct:

- adherence to the highest and most professional moral and ethical standards as expressed in the American Historical Associations Standards of Professional Conduct (see [www.historians.org/pubs/Free/ProfessionalStandards.cfm](http://www.historians.org/pubs/Free/ProfessionalStandards.cfm))
- reliable attendance and prompt arrivals
- appropriate professional attire
- courteous behavior
- direct and respectful approach to problems and issues