

# Standards and Guidelines for Undergraduate Student Internships in the Department of History, Colorado State University

## I. Definition and Purpose

“An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit, or there is some other connection to a degree-granting, educational institution. This work/learning arrangement is overseen by a faculty or staff member of an educational institution and by a designated employee of an organization. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives.”

–Definition formulated in May 2010 by internship professionals subscribed to the Internship-Net listserv.

Undergraduate students who wish to complete an internship for credit in the Department of History must pursue work that has a strong historical component.

Students must have a minimum of 3.0 GPA in History to be eligible to apply for an internship.

We recommend that students wait until their junior or senior year to do the internship. Internships are listed as HIST 487 and must be approved by the Department Chair.

Students may count a maximum of three (3) total credits of HIST 484 Supervised College Teaching and/or HIST 487 Internship as upper-division history elective credits toward completion of the major.

## II. Parties Involved in all Internships

*Intern:* Any undergraduate history major or minor currently enrolled in courses at CSU can earn credits in the form of an internship.

*Faculty Advisor:* Every student intern must identify a faculty advisor within the Department of History who will be responsible for giving the intern a grade. It is recommended that students have taken a class with their internship faculty advisor.

*Internship Supervisor:* Every student intern must identify an internship supervisor at the institution where she/he interns. The internship supervisor is responsible for guiding, overseeing, and reporting on the work conducted by the intern.

*Chair of the History Department:* Every student intern must complete a Internship Application form with their faculty advisor in order for the Chair of the History Department to approve the section of HIST 487 (see below for more information)

### III. Identifying Internships

The history department has compiled a list of past internships and institutions with whom we have partnered to provide undergraduate internship experiences. The list is available <http://history.colostate.edu/wp-content/uploads/sites/15/2015/03/Past-Internships.pdf>

Students must consult a faculty advisor prior to contacting an internship institution.

An appropriate history internship experience meets the following criteria:

- 1) Interns will research, document, and/or interpret the past using primary documents and/or secondary literature.
- 2) Interns will have a clearly defined project that applies classroom knowledge to a professional setting.
- 3) Interns will work with an internship supervisor trained in history or a related field such as archival management, collections management, historic preservation, museum studies, publishing, or media development.
- 4) Through their internship experience, students should gain a better sense of career choices, of how to tailor his/her education to achieve career goals, and will develop professional relationships outside of CSU.

Students interested in an internship for credit should identify and consult a faculty member in the Department of History to serve as the internship faculty advisor **no later than the semester before they wish to undertake the internship.**

Student and faculty supervisor should work together to draft the internship Memorandum of Agreement (MOA) (see below for more information). Please make sure to leave enough time for the department chair to review the Internship Application Form, and for the internship supervisor to review, recommend changes, and approve the MOA **before the beginning of the internship semester.**

\*Note: Time management is essential for successful completion of coursework and internship work. It is highly recommended that students meet with faculty mentors prior to developing an internship to create a realistic plan of study for the internship semester.

#### IV. Requirements for Student Internships

##### Forms

A number of forms must be completed to set-up and complete an undergraduate internship. This documentation should be completed together by the student and her/his Faculty Supervisor

- 1) *Internship Application Form*: This form must be completed to create a section of HIST 487 for each internship. The form must be completed and submitted to the History Department Chair **the semester before the internship will occur**. The form is available in hard copy in the History Department, and electronically <http://history.colostate.edu/wp-content/uploads/sites/15/2015/03/Internship-Application-Form.14.12.12.pdf>. A completed MOA can be attached to this form (see below).
- 2) *MOA*: The Memorandum of Agreement is a legally binding document that spells out the roles and responsibilities of each of the three or more parties involved in the internship (student intern, faculty supervisor, and internship supervisors). **The MOA must be completed before the internship begins**. A template MOA is available to History Department Faculty and should be completed by the faculty advisor and student, signed by all parties, and copies distributed to all signatories. The template MOA is available <http://history.colostate.edu/wp-content/uploads/sites/15/2015/03/MOA-Template.15.02.19.pdf>.
- 3) *Internship Supervisor Evaluative Reports*: At the midterm of the semester and upon completion of all requirements spelled out in the MOA, the internship supervisor will provide the faculty advisor with short evaluative reports. The faculty advisor will consider these reports in her/his final grade for the intern as specified in the MOA. Internship supervisors can write their own short reports or use the Internship Evaluative Report Form, located <http://history.colostate.edu/wp-content/uploads/sites/15/2015/03/Evaluative-Report-Form.15.02.19.pdf>.
- 4) *Grade Sheet*: As with all courses, faculty should keep a grading sheet for each internship and file it with the History Department staff upon grade submission.

##### Required work for interns

Although each internship is slightly different in its specific duties, all history undergraduate internships require the following work in order to receive credit:

*Hours:*

- To receive 1 credit of HIST 487, students must work at least 40 hours
- To receive 2 credits of HIST 487, students must work at least 80 hours
- To receive 3 credits of HIST 487, students must work at least 120 hours

*Daily log of activities:* All interns must submit to their faculty advisors a daily log of their activities at the internship. Faculty advisors can request to see this log at any time during the internship.

*Regular contact with faculty advisor:* Interns and faculty advisors should meet regularly during the internship. The frequency of these meetings should be spelled out in the MOA. The purpose of these meetings is to apprise the faculty advisor of work completed so far, problems encountered, etc.

*Portfolio of completed work:* Interns should submit a collection of their completed work to faculty advisors at the end of the internship. Portfolios must be approved by internship supervisors before materials leave the premises of the institution where the internship occurs. Some work may be proprietary or confidential; students should never remove work from the office without internship supervisor approval.

*Final paper, presentation, or other project:* Interns will complete a final paper, presentation, or other project—the nature of this final project will be determined in consultation with faculty advisor and internship supervisor. Examples of possible final projects include: a summary and analysis of their internship experiences in the form of a 5-10 page analytical paper, a presentation on the internship experience to a class or other group, a digital timeline or other digital project that reflects the internship experience.

*Additional requirements:* If the work to be completed by the student as part of the internship does not reflect a sufficient degree of research, documentation, and/or interpretation of the past using primary documents and secondary literature, the faculty advisor may suggest an additional final product. This requirement must be spelled out in the MOA.

## V. Credit and Payment

As noted above, students can take internships for credit as HIST 487. To receive 3 credits, a student must work in the internship at least 120 hours. Students may count a maximum of three (3) total credits of HIST 484 Supervised College Teaching and/or HIST 487 Internship as upper-division history elective credits toward completion of the major.

The majority of undergraduate internships are unpaid. However, in the case that payment is offered by the hosting institution, this payment should be spelled out in the MOA.

## VI. Ethics and Professionalism

*Confidentiality:* Students must respect the confidentiality of sensitive information encountered during an internship and refrain from discussing it with others. Some work may be proprietary or confidential; students should never remove work from the office without internship supervisor approval.

*Professionalism:* Students are expected to conduct themselves as professionals during the course of the internship. While placed in institutions interns represent CSU. Intern behavior and work habits reflect on the credibility of the university, therefore, CSU expects the following conduct:

- Adherence to the highest and most professional moral and ethical standards as expressed in the [American Historical Association's Standards of Professional Conduct](#)
- Reliable attendance and prompt arrivals
- Appropriate professional attire
- Courteous behavior
- Direct and respectful approach to problems
- Consistent and meaningful communication with internship supervisors and faculty advisors
- Refrain from negative discussions of internship work on all social media and online forums
- Refrain from copying or posting online pictures, links, or any documents from your place of work or which belongs to the institution for which you are interning without the express permission of the institution

*Ethics:* Students should familiarize themselves with the following Codes of Ethics as appropriate to their internships:

- Organization of American Historians, [Statement on Honesty and Integrity \(OAH endorses the AHA standards and adds this statement as a supplement\)](#)

- Oral History Association, [Principles for Oral History and Best Practices for Oral History](#)
- American Association for State and Local History, [Statement of Professional Standards and Ethics](#)
- National Council on Public History, [NCPH Code of Ethics and Professional Conduct](#)
- Society for History in the Federal Government, [Principles and Standards for Federal Historical Programs](#)
- Archaeological Institute of America, [Code of Professional Standards](#), and [Code of Ethics](#)
- Society of American Archivists, [SAA Core Values Statement and Code of Ethics](#)