

STANDARDS AND GUIDELINES FOR UNDERGRADUATE STUDENT INTERNSHIPS (HIST 487)

Purpose:

Internships are a crucial part of the Department of History's undergraduate concentration in Digital and Public History, although any History major may complete an internship. 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. Interns often 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. Through their internship experience, students gain a better sense of career choices, how to tailor their education to achieve career goals, and develop professional relationships outside of the Department of History.

Eligibility:

Any undergraduate student who has completed at least 45 undergraduate credits may enroll in HIST 487. Students may count a maximum of three (3) total credits of HIST 484 Supervised College Teaching and/or HIST 487 as upper division history elective credits toward completion of the major. Internships within the Department of History must have a strong historical component and the Department Chair must approve all internships. We recommend that students wait until their junior or senior year to do the internship.

Identifying Internships:

Students should consult with the undergraduate internship advisor to identify appropriate internships. The internship advisor has compiled a list of past internships and institutions with whom we have partnered. Students may also suggest internships.

Requirements for Internships:

Together, the student and the undergraduate internship advisor will complete a draft Memorandum of Agreement (MOA), which the internship supervisor will review and sign. A completed Special Studies Form and signed MOA must be submitted to and approved by the Department Chair prior to internship work commencing. To receive 1 credit, students must work 40 intern hours; to receive 2 credits, students must work 80 intern hours; to receive 3 credits, students must work 120 intern hours.

Students must complete the following in order to receive full credit for their internship:

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.

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.

Account of Internship: The intern will complete the following work for the History Department Internship Gallery at the end of the internship:

a. Write a 250-400 word account of your internship for the History Department website. Include 3-5 high resolution photos with detailed captions. The photos do not have to include the intern, but at least one photo of the intern is preferred. (Some worksites require permission for photos, the intern must acquire permission to use photos of the workplace). The written account must include:

- i. Your name
- ii. The year the internship occurred
- iii. Where you interned
- iv. Your faculty advisor

The account and photos can address the following topics:

- i. How the internship affects your view of history
- ii. How the internship affects your career options
- iii. Finding or developing the internship
- iv. Applying for the internship
- v. Specific experiences during the internship
- vi. Faculty or students who helped you with the internship process
- vii. How the internship affects your view of classes or experiences at CSU

Confidentiality:

Interns 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](#)

[National Council on Public History, NCPH Code of Ethics and Professional Conduct](#)