

HIST 521: PUBLIC HISTORY INTERNSHIP GUIDELINES FOR STUDENTS

(Revision: August 2006)

Statement of Purpose: The purpose of an internship in public history is to give students professional experience in some aspect of public history; it should help students to define their career goals; it should help students network within their chosen field; and it should encourage students to apply ideas and techniques learned in the classroom to a work environment. Students will propose a project in cooperation with a professional supervisor at a museum, historic site, historical society, cultural resource management firm, government agency, archive, consulting group, or other appropriate organization.

Credit Hours: 3 credit hours/160 hours of work. Students should expect to spend 140 hours on the job and an additional 20 hours completing the final paper and annotated bibliography project.

Procedure

Prerequisites: Students must complete HIST 510, Seminar in Public History, and two sections of HIST 511, Topics in Public History before enrolling in the internship. In some cases, students will be allowed to complete HIST 511 concurrently with the internship. Most students will complete the internship during the semester prior to enrolling in HIST 595, Capstone Research Project.

Identify an Internship and a Professional Supervisor: Students should work with the Public History Coordinator to identify appropriate internships. Internships must include a well-defined project that furthers both the professional training of the intern and/or programmatic needs of the host institution. The Public History Coordinator and the Public History Advisory Committee have final say over whether or not the institution and internship are appropriate.

Proposal: Students must write a proposal (2-3 pp.) giving a detailed overview of the project, identifying their career goals, and explaining how a particular internship will further these goals. Students must also identify a CCSU History Department faculty member to act as the project sponsor.

Permission: The proposal must first be reviewed and approved by the project sponsor, Public History Coordinator, and the Public History Advisory Committee. Students must then file a "Special Project Request Form" with the Dean of the School of Arts and Sciences.

Instructional Agreement: The student, sponsoring faculty member, and a representative of the host institution must sign an instructional agreement stating the rights and responsibilities of all parties involved in the internship.

Evaluation

Grading: Students will receive a letter grade evaluating the successful completion of their internship. This grade will be assigned by the sponsoring faculty member based on the student's work journal, final paper, and annotated bibliography. The faculty member may also take into account the evaluation of the professional supervisor, however, all final grades are awarded based solely on the judgment of the sponsoring faculty.

Project/Time on the Job: We expect students to treat the internship like a professional job. This means keeping regular hours and observing the rules and deadlines of the host institution. Students are also encouraged to attend staff meetings. This allows students to see how their work fits into the larger program of the organization and to meet other public history professionals.

Journal: Each student must keep a work journal (one entry per week) reflecting on his or her experience. The journal will be considered a formal writing assignment and will be used to assess the student's final grade.

Final Paper: Students are required to write a final paper (10-15 pp.) critically evaluating the internship experience. The paper must be accompanied by an annotated bibliography which includes readings to help students frame the internship experience. Sources might relate to the historical content of the internship and/or to the methods, theories, and skills employed by public historians. Students are encouraged to include readings done in courses at CCSU as well as additional readings appropriate to the internship experience. The paper should place the internship experience within the current literature and debates within the field and draw on the sources listed in the bibliography. All papers must have a thesis and footnotes. In addition, students may include an appendix of supporting materials. The paper and annotated bibliography must be submitted at the end of the term in which the internship is taken.

Evaluation by Professional Supervisor: The professional supervisor is required to evaluate the student's performance at both the midpoint and end of the internship. Evaluation forms are attached to the internship agreement. The intern should give these forms to the supervisor and ask him or her to return them to the sponsoring faculty member.

Instructional Agreement for Internships

History Department, Central Connecticut State University

With

(Name of Sponsoring Institution)

For

(Name of Student)

General Provisions

This agreement, dated _____ confirms the arrangements mutually agreed about between _____ (hereafter referred to as "Agency") and Central Connecticut State University (hereafter referred to as "University") through representatives of the History Department.

Purpose

The parties specified in this agreement have determined that they have a mutual interest in providing student-learning experiences in the Agency. The University has determined that student placement in the Agency is consistent with the goals and objectives of the curriculum and will enhance the program of study.

Term

The effective date for this agreement shall be the date indicated above. In order to receive internship credit, a student must work 120 hours for the Agency and an additional 30-40 hours on their own completing a final paper and annotated bibliography project. The student and the Agency must determine a work schedule before signing this agreement, although, the schedule may be modified during the internship if all parties agree and if the schedule permits the completion of 120 hours. The University considers 120 hours a minimum requirement and encourages students to work as long as necessary to develop strong evidence of achieving learning objectives.

General Responsibilities of the Parties

The University will have the following responsibilities:

1. Notify students of appropriate placement opportunities for the internship.
2. Approve placement site and learning objectives.
3. Select and register students for placement.
4. Award University credit to students, where appropriate, at end of placement.
5. Identify the Agency personnel serving as the primary contact for specified learning activities.
6. Participate in planning and evaluation regarding learning activities.

7. Provide Agency with evaluation forms and deadlines.
8. Inform Agency of the University calendar and initiate discussions of students' obligations to report to the Agency whenever classes are not in session.
9. Implement procedures to notify students of obligations listed under students' responsibilities and monitor students' compliance.

The student will have the following responsibilities:

1. Comply with all applicable policies and operational procedures of Agency.
2. Negotiate a set of learning objectives with Agency and University and provide each a written statement of objectives.
3. Give prior notice of necessary absence to appropriate University and Agency personnel.
4. Maintain professional standards.
5. Participate in all individual or group meetings and associated learning activities.
6. Provide personal transportation to and from learning activity.

Agency will have the following responsibilities:

1. Provide a safe environment in compliance with all federal and state laws and inform University and student of hazardous conditions and unusual circumstances that may create unsafe conditions.
2. Participate in planning and evaluation sessions with students and, if appropriate, with University faculty.
3. Identify for faculty liaison the Agency personnel (supervisor) primarily responsible for supervising learning activity at Agency.
4. Provide on-site supervision and guidance regarding learning activity.
5. Provide timely final evaluation of student performance by completing both mid-term and final evaluation.
6. Notify faculty liaison of unsatisfactory performance or misconduct of student and provide documentation of any charge to the faculty liaison.

Nondiscrimination

Both parties give mutual assurance that of performing their duties under this agreement they will not discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, and handicapped. Reasonable accommodation for participation by disabled persons will be made in compliance with the Americans with Disabilities Act of 1990.

Monetary compensation to student requiring separate agreement.

Students placed in learning activities under this agreement receive University credit toward an academic degree. Monetary compensation to students is not provided under the terms set out here and any agreement between agency and the student for monetary compensation to the student must be separate from this agreement.

FOR AND ON BEHALF OF AGENCY

DATE

AGENCY ADDRESS

TELEPHONE

EMAIL

FOR AND ON BEHALF OF THE HISTORY DEPARTMENT, CENTRAL
CONNECTICUT STATE UNIVERSITY

FACULTY SPONSOR
HISTORY DEPARTMENT
1615 STANLEY STREET
NEW BRITAIN, CT 06050

DATE

PHONE

EMAIL

CHAIR, HISTORY DEPARTMENT

DATE

HIST 521: Public History Internship Internship Proposal

Please fill out the following form, attach your proposal statement, and return it to your sponsoring faculty member.

Name

Expected Date of Graduation

Proposed Internship

Place of work

Address

Professional Supervisor

Name and Title

Phone Number

Email Address

When will you begin and end your internship?

What is your proposed work schedule?

Will you be able to attend staff meetings? (Ask supervisor for permission.)

Project Description (1-2 typed pages)

Please provide a detailed description of the project you'll work on during the internship. Address the following questions as part of your proposal.

1. What kind of project will you work on? What will be the final product? Will you work alone or as part of a team?
2. How does the project build upon the courses that you have taken at CCSU?
3. How does the proposed project further your career goals?

Internship Evaluation Form: MID-TERM EVALUATION

Please return this form directly to the intern's sponsoring faculty by the date below.

Return Date

Name of Sponsoring Faculty Member

CCSU History Department

1615 Stanley Street

New Britain, CT 06050

Phone

Email

Name of Intern

Name of Site Supervisor

Date

Please answer the following questions. You may attach additional pages.

1. Are you satisfied with the intern's performance? Please assess the intern's ability to take direction, attendance and punctuality, reliability, relationship with coworkers, and relationship with mentor.

2. If you have identified specific problems, is there anything the sponsoring faculty member can do to ameliorate those problems?

3. Please provide any additional comments you would like.

Supervisor's signature

Date

Internship Evaluation Form: FINAL EVALUATION

Please return this form directly to the intern's sponsoring faculty by the date below.

Return Date

Name of Sponsoring Faculty Member

CCSU History Department

1615 Stanley Street

New Britain, CT 06050

Phone

Email

Name of Intern

Name of Site Supervisor

Date

Please answer the following questions. You may attach additional pages.

4. Are you satisfied with the intern's performance? Please assess the intern's ability to take direction, attendance and punctuality, reliability, relationship with coworkers, and relationship with mentor.

8. Have you increased the intern's responsibility? Why or why not?

9. Please provide any additional comments you would like.

Supervisor's signature

Date
