# **Shippensburg University History Department Graduate Internship Checklist & Application**

A. Requirement to do an internship:
An internship should be undertaken after the completion of at least 12 graduate credits
Graduate students may not enroll for more than 6 credits of internships.
B. Attend a History Department Internship Meeting or Meet with the Department Internship Coordinator
C. Setting Up the Internship
locate a faculty coordinator to supervise your internship (any history faculty may do this)
locate and define a suitable internship:
on-site supervisor clearly specified duties
40 hours of work for every credit (120 hrs. for 3 credits/240 hrs. for 6 credits)
Site will support a discrete and intensive internship project (see back for details)
completed the internship application. It is particularly important that you fully and clearly describe your "anticipated activities" and your "educational goals."
sign the forms, and get signatures from your faculty coordinator and site supervisor.
Prepare an internship reading list (see back for details).
D. Registering for the Internship
IMPORTANT: IN ORDER TO DO AN INTERNSHIP, THE INTERNSHIP APPLICATION MUST BE RECEIVED BY THE HISTORY DEPARTMENT BEFORE YOU BEGIN YOUR INTERNSHIP, AND NO LATER THAN THE THIRD DAY OF CLASSES. FOR SUMMER INTERNSHIPS, ALL APPLICATIONS MATERIALS MUST BE RECEIVED NO LATER THAN THE FIRST FRIDAY IN JUNE. AN INTERNSHIP CAN BE PLACED ON YOUR SCHEDULE ONLY AFTER YOUR COMPLETE INTERNSHIP APPLICATION HAS BEEN RECEIVED AND APPROVED BY THE HISTORY DEPARTMENT.
Deliver the completed application form to the History Department Office in person or by mail. If the internship application is approved, it will be signed by the Department Internship Coordinator and Dean of Arts of Sciences.
The History Department Secretary will place the internship on your schedule if the application is received before tuition bills have been mailed. If the application is received after that date, you will be required to contact the Registrar to add the internship to your schedule and arrange for payment.
Note: HIS 609 and HIS 610 may be taken simultaneously or in two different semesters.
E. During the Internship
keep an internship log (daily for the first two week, then weekly entries) in which you record the activities of your internship and reflect on how the internship connects to your graduate coursework, applied history skills, and internship readings.
have your on-site supervisor send in to your faculty coordinator your Mid-Term Evaluation
Notify your faculty coordinator approximately two weeks before you will finish at your internship site. Your faculty coordinator will contact your on-site supervisor (site visit or phone call) once before the internship ends—usually in the last week of your internship.
If you are unable to complete the internship by the end of the academic term, please contact your faculty supervisor to discuss the possibility of a "Q" (ongoing project) grade. The "Q" will be changed to a pass or fail grade when the internship is completed.
F. When the Internship is Over
You will submit a written report to your faculty coordinator (see back for details).
Have your site supervisor send in to the History Department the Final Evaluation form
You should submit the Student Evaluation of Internship form to the Department Coordinator
Your faculty supervisor will give you a grade for the internship. All internships are pass/fail.

### **Guidelines for Graduate Internship Projects, Reading Lists, and Final Papers**

### **Internship Project**

In designing your internship, you should discuss with your on-site supervisor the feasibility of focusing your energies on one or more discrete projects that you can complete within your allotted time. Ideally, the project(s) would allow you to gain intensive experience in some historical skill and yield a tangible final product that you could take with you once the internship was completed. Examples of projects with tangible end-products might include:

- Fully processing a small to medium archival collection (finding aid)
- Researching and writing a guided tour (script, brochure)
- Designing a small exhibit (photographs of exhibit, catalogue)
- Research on a historic site (historic site report)
- Production of a lesson plan for teachers visiting the site (lesson plan)
- Research on a historical publication (brochure, book, article)

The above list is only meant to be suggestive. Feel free to be creative in the type of project and the type of end-product it might produce, but try to develop something that will assist you in pursuing your ultimate educational and career goals.

## **Reading List**

While the heart of any internship will be the hands-on experience and on-the-job training you will receive from working with professionals in the field, it is also important to be familiar with the historical topics, methodological issues, institutional policies, and current scholarly literature associated with your internship. To that end, you should develop a reading list tailored to your particular internship and interests. In consultation with your on-site supervisor and faculty coordinator, you should identify a series of readings that will prepare you for your work and broaden the educational value of your experience. While the exact number of works or pages of reading will be at the discretion of the faculty coordinator, it should represent roughly 150 to 300 pages or more of reading. Readings may include:

- Historical monographs on topics covered by the site or relating to projects you may be undertaking (i.e.: Civil War, Cumberland County History)
- Policy manuals, institutional histories, websites, or in-house publications designed to provide background on the site and its operations
- Articles or books detailing particular methods or skills you will be employing during your internship (i.e.: archival methods, walking tours)
- Works that deal in a general fashion with a particular field of public history relevant to your internship (i.e.: historic preservation, museums).
- Other works deemed relevant to the internship experience

Students should consult with their on-site supervisors and faculty coordinator to determine if there are readings which should be completed prior to beginning the internship.

#### **Final Paper**

This paper is meant to describe the work you did during your internship and explore how it connected to your overall graduate education. You should make explicit connection to particular coursework, readings, projects, or skills (including historical writing and research) that you drew on during your internship. The paper should culminate in a discussion of the specific knowledge, skills, or insights you gained from your graduate education (including the internship experience) and how your graduate history training will serve you in your post-graduate career. The paper should also include an annotated bibliography.

<u>Format:</u> 8-10 pages, 12 point font, one-inch margins, formatting according to Kate Turabian, <u>A Manual For Writers of Term Papers</u>, Theses, and Dissertations. You should submit three copies—one to your site supervisor, one to your faculty coordinator, and one to the department internship coordinator to be maintained on file by the History Department.