

**Shippensburg University History Department
Undergraduate Internship Checklist & Application**

A. Requirement to do an internship:

- ___ Must have a minimum of 60 credits and a 2.0 GPA
- ___ Students may take a maximum of nine (9) credit hours for internships with a maximum of six (6) of those counting in the major.

B. Meet with the Department Undergraduate 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)
- ___ Complete the internship application. It is particularly important that you fully and clearly describe your “anticipated activities” and your “educational goals” in a separate **typed** attachment
- ___ 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 DEAN’S OFFICE BY THE END OF THE SEMESTER PRIOR TO THE INTERNSHIP SEMESTER (DECEMBER 1 AND MAY 1). FOR SUMMER INTERNSHIPS, ALL APPLICATIONS MATERIALS MUST BE RECEIVED BY JUNE 1ST. AN INTERNSHIP CAN BE PLACED ON YOUR SCHEDULE ONLY AFTER YOUR COMPLETE INTERNSHIP APPLICATION HAS BEEN RECEIVED AND APPROVED BY THE HISTORY DEPARTMENT AND THE CAS DEAN’S OFFICE.

- ___ Deliver the completed application form to the History Department Office (or the Department Internship Coordinator 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.

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 one month before you will finish at your internship site. Your faculty coordinator will contact your on-site supervisor (site visit or phone call) to set up a site observation 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 **by the end of the semester** (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 Undergraduate 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 100 to 200 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 that 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 undergraduate 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 have gained from your undergraduate education (including the internship experience) and how your history training will serve you in your post-graduate career.

Format: 5-10 pages, 12-point font, one-inch margins, with Chicago-style formatting and citations. 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.