

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 graduate internships.

B. Meet with the Applied History Graduate Internship Coordinator to discuss the process (Dr. John Bloom)

C. Setting Up the Internship

- 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)
 - A faculty coordinator will be assigned by the History/Philosophy Department (except for summer)
- completed the internship application. It is particularly important that you carefully develop your “anticipated activities” and your “educational goals” and type them up on a separate page.
- 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, all internship paperwork must be submitted to the History/Philosophy Department no later than **December 1** for spring internships, and **June 1** for summer and fall internship. **These deadline are firm.** Internships will be placed on your schedule after all paperwork has been reviewed and approved by the department and the College of Arts and Sciences. Students are strongly urged to get all paperwork into the department well before the deadlines.

Deliver the completed application form to the History Department Office in person, U.S. mail, or as an email attachment. The form must have your signatures and the signatures of your faculty supervisor and site supervisor. When the internship application is approved, it will be signed by the Department Internship Coordinator and Dean of the College of Arts and Sciences.

You cannot schedule the internship during the normal scheduling period unless your paperwork has been fully approved. The internship will be added to your schedule once your application has been reviewed and approved.

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.
- Complete the Internship Site Modules on a schedule developed in coordination with your faculty coordinator
- 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

- Submit a written report to your faculty coordinator (see next page for details).
- You will have completed and submitted all internship modules.
- Ask your site supervisor send in to the History Department the Final Evaluation form
- 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.

Format: 8-10 pages, 12 point font, one-inch margins, formatting according to Kate Turabian, [A Manual For Writers of Term Papers, 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.