**Museum Studies Internship Requirements**

**HIS 690-01**

**OVERVIEW OF INTERNSHIP PROCEDURES**

**Statement of Purpose:** The primary purpose of an internship in public history is to give students professional, hands-on experience in their chosen field and to help them make professional contacts. Students will propose a project in cooperation with a professional supervisor at an historic site, museum, cultural resource management firm, preservation group, government agency, consulting group, etc. The internship should accomplish several goals: it should give the student professional experience in some aspect of museum studies; it should help students 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.

**Credit Hours:** 3 credit hours/160 hours of work.

**Prerequisites:** Students must complete 12 hours of required course work in museum studies before applying for an internship. The 12 hours must include the following:

 Museum Studies seminars HIS 626, HIS 627

**Identify an internship and a professional supervisor:** Students should work with the Director of Public History to identify appropriate internships. Internships must include a well-defined project that furthers both the professional training of the intern and the mission and/or programmatic needs of the host institution.

**Proposal: (Due April 30 for summer internships and October 15 for spring internships)** Students must write a proposal giving a detailed overview of the project, identifying their career goals, and explaining how a particular internship will further these goals. The Director of Public History will review proposals.

**Permission:** The proposal must first be reviewed and approved by the Director of Public History. After approval by the Director of Public History, students must obtain written permission from the Director of Graduate Studies to enroll in HIS 690.

**Evaluation**

**Grading:** Pass/Fail

**Project/Time on the Job:** We expect students to treat the internship like a professional job. This means keeping regular hours (8-40 hours per week), observing the rules and deadlines of the institution, and attending regular staff meetings. Students are encouraged to attend staff meetings. This allows students to see how their work fits into the larger program of the organization and it gives them an opportunity to network.

**Evaluation by professional supervisor:** The mentor is required to evaluate the student's performance by filling out an evaluation form. The intern should give this form to the site supervisor, asking s/he to return it to the Director of Public History. If the mentor so desires, s/he may also write a general letter of recommendation at this time. Letters of recommendation and evaluations will be considered confidential and will be kept in the students’ files in the Graduate Secretary’s office.

**Substitution Policy:**

The Public History Committee believes that internships are vital in preparing students for professional work. There is, indeed, no substitute for the professional experience gained in an internship setting. We encourage all students, including those with full-time work experience to complete an internship.

However, in exceptional cases, graduate students with significant professional experience in the field may substitute an additional course in the public history concentration for the required internship. This substitution must be approved by the Director of Public History.

**Eligibility:** Students with significant work experience are eligible. Professional work experience includes full-time employment (at least 30 hours per week for at least 12 months) in a cultural resource agency, consulting firm, or AAM accredited museum. The previous work experience must be directly related to the student's professional goals.

**To receive academic credit for HIS 690, you must turn in a folder that contains the following:**

* your reflection essay
* the evaluation form from your supervisor (can be sent directly to the Director of Public History)
* hardcopies of your blog journal entries
* copies of materials you produced through your internship work—products that reflect your day-to-day duties and accomplishments as an intern

**Course Substitution**: Students who choose not to pursue the internship, must complete 36 hours of course credit to graduate. The course substitution should be from the list of approved electives for museum studies and must be approved by the Director of Graduate Studies.

Students in the History Department who wish to pursue this option must consult with the Director of Public History. Secondly they must submit a written statement (1-2 pages) explaining how an additional course in public history would serve their career goals more effectively than an internship. Students should include an overview of their professional work experience. The statement should address the following: the length of service, the type of institution and work performed, and the relationship of the work to the student's career goals. Only the Director of Graduate Study can grant the substitution of a course for an internship.

Applications are due April 30 and October 15.

**Troubleshooting:** If any issues emerge while on the job (i.e., conflict with a supervisor, the internship does not follow the description, and/or breach of the internship contract), please be in touch with the Director of Public History as soon as possible.