

Concentrations in Historic Preservation and Museum Studies
Internship Requirements
HIS/IAR 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, or consulting group. The internship should accomplish several goals: it should give the student professional experience in some aspect of historic preservation or 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 or preservation before applying for an internship. The 12 hours must include the following:

Museum Studies : HIS 626, HIS 627 or

Preservation : HIS/IAR 543, HIS/IAR 624, HIS/IAR 625

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 15 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/IAR 690-01.

Instructional Agreement: UNCG requires that the sponsoring department have an instructional agreement with each host institution stating the rights and responsibilities of all parties involved in the internship. If an institutional agreement is already on file, it does not need to be filled out again. Download a list of agreements on file at: http://www.uncg.edu/hpms/docs/HIS_Instructional_Agreements_on_File.pdf

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. Evaluation form is attached to internship agreement. 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 on file in the Director'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. Graduate students working toward an MA in History or an MS in Interior Architecture or a Postbaccalaureate Certificate may apply for substitution.

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 HIS690, 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)
- copies of your weekly 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 historic preservation and must be approved by the Director of Graduate Studies.

Students in the History Department who wish to pursue this option must consult with their mentor and 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. The public history committee will review the proposal. Only the Director of Graduate Study can grant the substitution of a course for an internship.

Students in IAR and Historic Preservation Certificate Students must meet with the IAR Director of Graduate Study to discuss the options and, subsequently, submit a short (1-2 page) request for substitution to the IAR Director of Graduate Study.

Applications are due October 15 and April 15.

Internships for Double Concentrators:

Students who choose to pursue both concentrations, must complete two internships, one in museum studies and one in historic preservation.

INTERNSHIP CHECKLIST

Section One: Prior to Internship

- _____ complete 12 hours of required course work in museum studies or preservation including:
HIS 626 and HIS 627 for museum studies
- Or _____ HIS/IAR 543, HIS/IAR 624, and HIS/IAR 625 for preservation
- _____ work with Director of Public History to identify appropriate internships
- _____ prepare an **internship proposal** (1-page form plus 1-2 page statement—see below), providing detailed overview of project, career goals, and how internship will further those goals
- _____ provide proposal to Director of Public History for review and approval by April 15 for summer and October 15 for spring
- _____ obtain written permission from Director of Graduate Studies to enroll in HIS/IAR690-01
- _____ complete and distribute signed **internship contract** (see below)
- _____ obtain signed copy of **instructional agreement** for host institution:
http://provost.uncg.edu/Documents/academic/Instructional_Agreements/Instructional%20Agreement%20for%20UNCG%20students%20to%20work%20in%20outside%20agencies%20%20-%20A.pdf

Section Two: During Internship

- _____ keep a work journal reflecting on your experience (**at least five entries**=approximately every other week)
- _____ keep copies of materials you produce through your internship work—products that reflect your day-to-day duties and accomplishments as an intern
- _____ take photographs of your workplace and of *yourself at work*—for use in the fall oral presentation

Section Three: After the Internship

To receive academic credit for HIS690, you must

- _____ turn in a folder that contains the following:

- a reflection essay (5-7 pages) critically evaluating your internship experience (described below)
- the signed evaluation form from your supervisor (can be sent directly to the Director of Public History)
- copies of your weekly journal entries\
- copies of materials you produced through your internship work — products that reflect your day-to-day duties and accomplishments as an intern

_____ give an oral presentation of internship project at fall internship showcase

Program in Historic Preservation and Museum Studies
INTERNSHIP PROPOSAL
HIS/IAR 690

Please fill out the following form, attach your proposal statement, and return to the Director of Public History on one of the following dates.

April 15 for Summer and Fall Internships

October 15 for Spring Internships.

Name: _____

Degree/ Department: _____/_____

Expected Date of Graduation: _____

Have you completed the required courses in your concentration? _____

Museum Studies: HIS 626, HIS 627 or

Preservation: HIS/IAR 543, HIS/IAR 624, HIS/IAR 625

If not, when do you plan on completing the requirements?

Proposed Internship

Place of work: _____

Address: _____

Professional Supervisor

Name and Title : _____

Phone number: _____

Email Address: _____

Begin and End Dates: _____

(On what dates will you begin and end your internship?)

Number of Hours per Week: _____

(How many hours do you plan to work each week?)

Will you be able to attend staff meetings? _____

(Ask supervisor for permission.)

Internship Description: (1-2 typed pages)

Please provide a detailed description of the work you will pursue during the internship. Address the following questions as part of your proposal.

- What kind of work will you do? What will be the final product?
Will you work alone or as part of a team?
- How does the work build upon the courses that you've taken at UNCG?
- How does the proposed work further your career goals?

INTERNSHIP CONTRACT

HIS690

Department of History

The University of North Carolina Greensboro

P.O. Box 26170

Greensboro, NC 27402-6170

CONTACT INFORMATION:

Student: _____

email: _____

phone: _____

mailing address: _____

Internship Supervisor from Host Institution: _____

email: _____

phone: _____

mailing address: _____

UNCG Faculty Sponsor: Dr. Benjamin Filene,

Director of Public History, Associate Professor

email: bpfilene@uncg.edu

phone: 336/334-5645

mailing address: Department of History, UNCG

P.O. Box 26170

Greensboro, NC 27402-6170

GOALS/LEARNING OBJECTIVES:

What does the **intern** hope to achieve from this experience?

What does the host institution hope to gain from hosting the intern? In addition to punctuality, courtesy, and professional conduct are there particular expectations about which the intern should be especially aware?

JOB DESCRIPTION:

On the job: What will be the intern's primary day-to-day activities and duties?

Will the intern complete a single main project or will s/he be involved in multiple aspects of the institution's work?

How do the above duties help the intern meet the goals/learning objectives for the internship?

Off the job: Will the intern supplement his/her on-the-job experience with additional duties or experiences—for example, by doing independent background reading, conducting information interviews, going on field trips, observing staffmembers at work? Please specify.

Note: If agreed upon by the intern supervisor, these activities can count toward the intern's hours.

SCHEDULE: To receive academic credit, the student must complete a **minimum of 160 hours**. On what days and times will the intern work?

SIGNATURES OF AGREEMENT

Student signature: _____

Internship supervisor signature: _____

Faculty sponsor signature: _____

IF SOMETHING—ANYTHING—BEGINS TO GO WRONG...

If for any reason, the supervisor or intern becomes concerned about progress toward meeting these internship goals, *PLEASE* contact UNCG's Director of Public History, Benjamin Filene, at bpfilene@uncg.edu, 336/334-5645.

Copies of this agreement should be distributed to all parties