

History Internship Contract

Internship Program Procedures

- Set up an appointment to discuss internship procedures and possibilities with the History Internship Coordinator, Dr. Chrystal Goudsouzian - cdykes@memphis.edu.
- Research and identify internship opportunities. Get site ideas on the Department of History's Internship page.
- Update your resume. You can find resources on the Department of History's Internship page, if needed.
- Apply and interview for academic internship opportunities and scholarships.
- Notify Dr. G. when you have procured an internship; set up a meeting to discuss your proposed program.
- Complete the History Internship Contract in consultation with your on-site supervisor.
- Return the contract to the department for approval. If you would like course credit, a permit will be issued for HIST 4020. Register for HIST 4020; make sure to select the correct hours/section for registration.
- Upon completion of the internship your hour log sheet must be approved by your internship site supervisor and returned to Dr. G. Your site supervisor must also submit a letter to Dr. G via email that both discusses the quality of your work and verifies the completion of your internship terms.

Internship Program Definitions

History Internship Contract

The History Internship Contract is a document packet that outlines internship guidelines, sets program expectations, and records on-site student progress and assessment. Pages 2-3 are completed at the time of application and formalize the student's internship course, plans, and goals. Page 4 is submitted to the internship site supervisor when the internship is set up to outline on-site objectives, goals, and tasks. Page 5 is used to log weekly work hours worked at the internship site.

Internship Course Credit Options

If you would like course credit for the internship experience, you can request to enroll in HIST 4020. HIST 4020 can be taken for up to 12 credits, but only 6 credits can apply to the history major. Internship students enroll in the course based on the hours they plan to work at the internship site. Each 50 hours of work = 1 credit hour. Most students take HIST 4020 for 3 credits and work 150 hours over the course of a semester. The internship course can be taken in any semester, including summer. Internship grades are given on a Satisfactory/Unsatisfactory scale.

Overseeing Faculty Member

The supervising internship faculty member for internships and the instructor of HIST 4020 is Dr. Chrystal Goudsouzian.

Internship Site Supervisor

The internship site supervisor is the person at the company or organization who agrees to supervise/coordinate the work of the intern.

History Internship Contract

Student Information

Name: UID #:

UofM Email:

Major(s): Minor(s):

GPA:

Internship Site:

Dates of Program:

HIST 4020 Term (Fall, Spring, Summer):

Credit Hours Requested (1-12; 1 hour of credit = 50 hours of work):

Internship Site Approvals

Internship Supervisor Name:

Email/Phone:

Signature:

FOR OFFICE USE ONLY

Internship Coordinator Approval

CRN Number:

Student Internship Plan and Goals

Where will you work?

What work schedule has been set up and agreed upon between you and your site supervisor?

What activities/duties will you be perform at the internship site? How will you be evaluated by your site supervisor?

What new knowledge, skills, or abilities do you expect to build through this internship?

How does this experience relate to your course of study at UofM? To your future career goals?

TO THE INTERNSHIP SUPERVISOR:**History Internship Objectives**

History internships are intended to provide students with a meaningful hands-on experience outside of the classroom. History internships should:

- Give students the opportunity to see historians and history in action.
- Provide students with opportunities to apply analytical, interpretive, expressive, and creative skills developed in coursework to history-oriented projects.
- Augment students' historical knowledge and skills.
- Augment students' professional experience and skills.
- Fulfill individual learning objectives that will aid future study/work plans as outlined by individual students and their faculty advisors.

Suggestions For A Successful Internship

The following suggestions are offered to make the internship an effective learning experience and to better utilize the time and talents of the intern while he/she is working under your supervision.

- Coordinate the intern's talents/skills with the task to be performed whenever possible.
- If multiple tasks are assigned, establish priorities to ensure that the most important elements are completed first.
- Provide background information on the project/task assigned to the intern so that they will understand its relationship to the overall work of the organization.
- Give specific, step-by-step instruction/explanation of the work to be performed. Support this information with a set of written instructions and samples of the desired results.
- Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage the intern to ask questions regarding any aspect of the work about which he/she is uncertain.
- Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
- Specify the deadline by which projects are to be completed. Set due dates to provide time for consultation with the intern.
- Give constructive feedback that will assist the intern in developing professional skills.
- While all staff members must occasionally do routine tasks, the intern should not be assigned the following tasks as part of his/her regularly scheduled duties:
 - Minor clerical duties such as typing of general correspondence, file maintenance, photocopying, or reception duties.
 - Performing personal errands for staff members.

Weekly Internship Hour Log

Week Date Range	Hours Worked	Duties	Student's Initials	Site Supervisor's Initials
			Total Hours Worked:	