**UNC Charlotte Public History Guidelines**

**Updated: November 2013**

**I. Purpose**

An internship in public history is intended to provide students with professional, hands-on experience at an institution whose purposes and activities are related to the student’s career interests. An internship is also beneficial in helping students establish and build upon their network of professional contacts. The internship should encourage students to apply ideas, skills, and techniques learned in the classroom. Most importantly, the internship should help students define their career goals.

Credit hours: 3 credit hours/145 hours of work

**II. Prerequisites**

Students must complete 12 hours of coursework including the history and methodology course and one of the required core course requirements in public history before applying for an internship.

**III. Faculty Advisor**

To the extent possible, students should choose a faculty advisor based on the historical content of the internship. For example, students working at an antebellum site should choose a faculty advisor with expertise is the antebellum period of U.S. history. Submit all internship paperwork to the faculty advisor and the Director of Public History, who will maintain a file on your internship. The faculty advisor will submit the final grade to the Director of Graduate Studies and the Director of Public History.

**IV. Identify an internship and professional supervisor**

All students should work with the Director of Public History to identify appropriate internships. The internship must include a well-defined project that furthers both the professional and educational training of the intern and helps to address the mission and/or programmatic needs of the institution. Students must also fill out and have the supervisor sign the **Internship Contract**, which should be turned into the faculty advisor along with a copy of the proposal.

**Note: You should not seek internship credit for work you are already doing as a graduate assistant, consultant, or full-time employee of a historical organization.**

**V. Proposal**

Students must write a 2-3 page proposal that provides a detailed overview of the project and identifies how the particular internship assists the student in meeting his or her career goals. The proposal must also include a bibliography that includes the books and articles read by the student in courses taken at UNCC that will help the student frame the internship experience.

The following questions should be addressed in the proposal:

What kind of project will you work on?

What will be the final product?

Will you work alone or as part of a team?

How does the project build on courses you’ve taken while at UNCC? How does the proposed project further your career goals?

**VI. Permission**

The proposal must be reviewed and approved by the faculty advisor. Upon approval, the

student must obtain a permit from the Director of Graduate Studies to enroll in HIST 6400.

**UNCC Internship Evaluation**

**I. Professionalism**

Students are expected to treat the internship like a professional job. This means keeping

regular hours, observing the rules and deadlines of the institution, and attending regular staff meetings (if permitted). This allows students to see how their work fits into the larger program of the organization and it gives them an opportunity to network.

**II. Journal**

Each student must keep a journal (at least one entry per week) reflecting on his or her experience and relevant connections to coursework and readings. Journal entries should record the number of hours worked, the types of work that you performed, and any observations, thoughts, or comments that you want to share relevant to what you have learned. The journal will be considered a formal writing assignment and will be graded.

**III. Final Paper**

Students are required to write a final paper (7-10 pages) critically evaluating the internship experience. The paper must be submitted at the end of the term in which the internship is taken. This paper should place the internship experience within the current literature and debates within the field and draw on the bibliography set forth in the proposal. The paper should include a thesis statement, footnotes, bibliography, and appendix of supporting materials, such as illustrations.

**IV. Evaluation by professional supervisor**

The mentor is required to evaluate the student’s performance. This evaluation can be a

one-page written evaluation of the student’s work and may suggest a grade for the internship. This evaluation should be submitted to both the faculty advisor and Director of Public History.

**V. Substitution Policy**

Internships are vital preparation for students’ professional work and we encourage all

students, including those with full-time work experience to complete an internship. In exceptional cases, however, graduate students with significant professional experience in the field may substitute an additional course in the public history concentration for the required internship. Requests to substitute a course in place of the internship will be evaluated by the Director of Public History on a case-by-case basis.

**UNC Charlotte Public History**

**Internship Checklist**

**Before the internship**

 Completed 12 hours of coursework including Historiography & Methodology and one

 of the core public history courses.

 Work with the Director of Public History to identify an appropriate internship

 Prepare a 2-3 page proposal based on guidelines

 Identify a faculty advisor and submit proposal to that advisor

 Obtain permit from Director of Graduate Studies to enroll in HIST 6400

**To complete the internship**

 Keep a work journal reflecting on experience (one entry per week)

 Write a final paper critically evaluating the internship experience (7-10 pp)

 Have supervisor write a 1-page evaluation of your work

 Provide journal, final paper, and evaluation to the faculty advisor and the Director of Public History and the faculty advisor, who will submit final grade to the Director of Graduate Studies

 Faculty advisor submits final grade to Director of Graduate Studies