**UNCC Department of History**

**Public History Internship Contract**

This document describes the general internship commitments and obligations between the History Department, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person/Organization/Business, hereafter referred to as “organization”) for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The History Department will recommend for internship placement only those students who are qualified according to the requirements established by the department. Before performing an internship, students must have earned at least twelve credits, including: one course in museum studies, historic preservation or digital history; one course in historiography & methodology; and two subject courses within the department.

2. The organization will provide appropriate professional workspace, a mentor, and an internship with an educational benefit.

3. It is understood that the student must work at least 145 hours to earn three credits in History 6400 (Graduate Internship in Public History). Work schedules will be negotiated between the student and the organization.

4. A faculty advisor from the History Department or the Director of Public History will confer with the organization at least once during the internship about the progress of the student.

5. At the conclusion of the internship, the facility's internship supervisor will submit a brief written evaluation of the student's performance, including a suggested final grade for the student. This report will be placed in the student's permanent file. Its contents may be referred to in letters of recommendation to prospective employers.

1. At the conclusion of the internship, the student will submit a report of about ten pages summarizing and evaluating her/his internship experience. In the report, the student should discuss the mission of the host institution, describe the internship work in detail, and assess the internship as an educational experience. The student's final grade will be based on the organization’s evaluation and the student's final report.
2. The student's internship can be terminated if the student, the organization, or the History Department believe that the student is making unsatisfactory progress and/or that the facility is not meeting its obligations as set forth in this document. The facility and the History Department cannot terminate an internship until after their representatives have met with the student and made meaningful efforts to help the student improve her/his performance. If the student does not satisfactorily complete the internship, she/he may repeat the entire internship, but only with the written approval of the facility and the History Department.
3. Monetary compensation to the student for internship work is encouraged but not required.
4. The following are the specific duties and expectations of the internship. (Please use the space below or submit separately.)

The following signatures signify approval of this contract:

**For the History Department**

|  |  |
| --- | --- |
| **UNCC Faculty Advisor** | Date |
| **Karen L. Cox , Director of Public History** | Date |

**For the Organization**

|  |  |
| --- | --- |
| **Authorized Official** | Date |
|  |  |
| Print Name of Official and Organization |  |
|  |  |
| Address of Organization  |  |
|  |  |
| Telephone and Email  |  |

I agree to the terms of the internship as set forth in this contract:

Student Date