**UNC Charlotte, Department of History: Undergraduate Internships**

Description:

 Internships are great opportunities for students to gain hands-on experience in history-related fields. They allow interns to sample career options, earn valuable experience, and develop employment and professional networking opportunities. The most common kinds of internships undertaken by History majors are with area institutions concerned with history, especially museums, historic sites, archives, historic preservation agencies, and libraries. Internship options are not limited, however, except that they must involve a historical topic or skills.

 The typical internship will have the student working, either independently or as a team, on a particular, defined, project. The nature of the project and the student’s responsibilities are worked out between the internship candidate and the host institution and approved by the faculty advisor before the internship commences and is defined in an internship contract. As well as completing the work on the project, and arranging for the submission of the institution’s assessment of their work, the student will prepare a final report of between 5 and 7 pages which describes the institution at which the work was conducted, the activities of the project, and their own assessment of the work—additional information on page 2 of this document.

Eligibility requirements:

1. Students must be of junior or senior standing.
2. Students must be a History major or minor
3. Students must have a 2.25 overall grade point average and a 3.0 in their History course work.
4. Students are responsible for completing all required paperwork.
5. Students may only count 3 hours of internship towards the requirements for the major—i.e. the equivalent of one course. Up to 3 additional hours may be taken for general academic credit.

Academic Credit:

 It is assumed that they will spend approximately 120 hours working on the project and for this students will receive 3 hours of pass/fail academic credit that may be applied towards the history major. To receive academic credit students must arrange for their faculty advisor to receive a report on their activities from their supervisor at the host institution, and they must also turn in their own report.

Procedure:

1. Students interested in an internship are strongly encouraged to discuss the internship program with the department’s internship and career advisor.
2. Students must declare their intent to pursue an internship by filling out the top part of an internship contract (see p. 4) and getting written approval from a faculty advisor that they meet the eligibility requirements.
3. Based on advice from an advisor or their own interests, students then arrange an internship opportunity with a host institution. In doing so they should follow the procedures outlined page two of this document. The department does maintain a database of possible internship opportunities and suggestions for possible projects which students may draw on for this purpose. Working with the host institution and the faculty advisor, the student completes the internship contract. This process includes identifying the supervising person at the host institution, describing the project and the intern’s responsibilities, and outlining the proposed timetable.
4. Upon completion of the internship contract with all of the requisite signatures, the department will issue the permit allowing the student to register for HIST 2400.
5. The student is responsible for providing the faculty advisor with updates during the semester as agreed in the project schedule. They are also responsible for obtaining a final assessment from their supervisor at the host institution and turning in their own final report.

Checklist of Procedures for Identifying and Obtaining a History-Related Internship

1. Identify possible internship opportunities which are of interest to you. This process involves identifying possible host institutions or organizations and the historical periods and material in which they specialize as well as thinking about the kind of projects which interest you. The department maintains a website and other information on possible internships (with contact information); you may also consult with an advisor.
2. Approach the contact person at the institution or organization you have selected. This contact should be made by a formal letter in which you state your interests and objectives; the letter should also include a vita and the department’s overview information for host institutions (p. 3 of this document). It is advisable to do some background research before writing the letter so that you can appear knowledgeable about the institutions mission—for example, if you are hoping to intern at a museum, go visit before writing your letter.
3. If the institution is interested in you as a possible intern, there will almost certainly be a meeting between you and the project supervisor. You should treat this as a interview: dress well, prepare well. Come to the meeting prepared to listen to ideas the project supervisor has for your internship project and with ideas of your own about what you would like to get from the experience. Make sure you discuss details such as hours of work, supervision, how to get help, expectations for the quality and format of your work, due dates, and practical issues such as parking, access to equipment etc.
4. If you have agreed with the institution on an internship project, you should also complete the project description section of the UNCC History internship contract (see p. 4) and have the project supervisor sign it. That form is then presented to your advisor for his/her signature and only at that point can you register for the internship course.

Final Report

Your final report (5-7 pages) on your internship should contain the following sections:

* A discussion of the institution at which the project was conducted. This should include details about its size, activities, and mission.
* A detailed description of the internship project which is to include an overview, a discussion of the material on which you were working, the day to day activities you carried out, the project’s relationship to the institution’s mission.
* A discussion of the benefits you gained from the internship project: skills, inside look at an institution in operation, contacts, historical knowledge, etc.
* You are also responsible for having your project supervisor forward a report to the Undergraduate Internship coordinator.  Upon receipt, the latter will issue Pass or Fail credit.

**UNC CHARLOTTE:**

**DEPARTMENT OF HISTORY**

**Internship Overview for Host Institutions and Individuals**

The internship course offered by UNC Charlotte’s Department of History provides qualified students with valuable work opportunities. Interns seek experience with an organization in order to apply their academic knowledge and skills in a professional environment. We are very grateful that you have expressed an interest in working with one of our interns and we hope the following information helps to clarify our program and your role in it. If you have questions, please do not hesitate to contact us directly or through the student intern.

**WHAT DO I NEED TO KNOW ABOUT THE INTERNS?**

* Qualified interns are History majors or minors with junior or senior standing and at least a 2.25 GPA overall and at least a 3.0 in History
* Interns receive 3 hours of academic credit for participating in the program, and they are expected to work approximately 120 hours during the semester.
* Some interns are paid, and some are not. That is your decision; however, we need to know this up front.

**WHAT ARE MY RESPONSIBILITIES TO THE PROGRAM?**

* Interns expect to gain experience related to their academic majors; interns should not be used solely for clerical work. Although it is expected that clerical or administrative work may be “part” of the intern’s duties, the Internship Director withholds the right to deny a student credit for an internship if they are only being used for clerical and/or administrative work. Clerical and/or administrative work might consist of: filing, data entry, answering phones, making cold calls, writing emails, etc. Site supervisors should also have at least 2+ years of experience in the area where the intern will be completing work.
* Regular supervision, guidance, and feedback is expected. Providing suggestions for improvement of writing or other such professional advice is expected as part of the learning experience. Site supervisors should have meetings on a regular basis to communicate expectations and suggestions for improvement. “On a regular basis” would be defined as at least once a week. Meeting virtually, by phone, and/or by email may work, but using such communication methods to oversee internship duties should be clarified at the onset of the internship.
* Interns should be considered employees, and as such, should be treated and should behave in a professional manner. The organization is responsible for maintaining a safe and healthy working environment for the intern. Interns should be treated under the same organizational policies as other employees in areas including sexual harassment.
* In order to assess the quality of the student’s work for you, we ask that you complete a final assessment of the student. The Final Evaluation will be completed at the end of the internship. The Final Evaluation should be submitted to the history department internship coordinator and hard copies printed and shared with your intern at the appropriate time.

History Department Internship coordinator contact:

Dr. Robert McEachnie

Department of History

9201 University City Blvd

Charlotte, NC, 28223

Rmceachn@uncc.edu

Department of History, UNC Charlotte \_\_\_\_\_\_ / \_\_\_\_

 Undergraduate Internship Contract (Semester / Year)

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Niner ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval to seek internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

 (Indicating that student meets class rank and GPA requirements)

Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: ­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Description: (attach a separate sheet or copy of host institution internship form if appropriate)

Timetable:

Work Begins . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work completed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due date for final report and project supervisor’s assessment. . . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Faculty advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Project supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_