

HIST3398: PUBLIC HISTORY INTERNSHIP

3 credit hours

INTERNSHIP COORDINATOR:

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COURSE DESCRIPTION:

The public history internship is an integral part of KSU's public history program. It allows a student to participate in and learn from day to day interactions in a working, public history environment. Additionally, internships provide students with the opportunity to gain training in their specific area of interest, a chance to start developing a network of contacts within the field, as well as professional experience that will make the student more employable after graduation. Internships take place at a variety of sites and in a variety of specialties, such as museum collections management, battlefield preservation and interpretation, exhibit design, downtown development, neighborhood preservation, and archival practices.

It is expected that the internship will introduce students to the variety of activities that go on at a cultural site, but also focus on a particular project so that students can gain substantive, practical skills. Therefore, interns should, at the end of the semester, be able to point to some specific project and say that he or she had a significant role in its development (interpretation of an exhibit, design and development of an educational program or public relations campaign, a survey of public response to a preservation ordinance, etc.).

In addition to specific skills that a student may learn or practice, students will also be required to take directives from supervisors, to complete tasks in a satisfactory and timely manner, and to successfully work with supervisors and co-workers. Students are encouraged to ask supervisors for letters of recommendation for their portfolios if the skills they acquire and the responsibilities they undertake are deemed significant for their future endeavors.

COURSE REQUIREMENTS:

The intern is required to work 100 hours over the course of the semester.

Project Description: Students are required to write and submit a one-paragraph, typed description of the particular project they will be working on or completing as part of their

internship. The parameters of the project should be decided in discussion with the site supervisor. This project description is due within seven days after the student's start date.

Reflective Journal

The intern is also required to keep a reflective journal of the internship experience. Reflective journaling is designed to assist in personal and professional growth as well as career exploration by forcing you to consider and reflect on your internship experience and its ancillary activities. Additionally, the journal will help you keep up on the number of hours worked and to initially consider topics you'll want to expand on in your final paper. These reflections may focus on the type of work completed, skills being acquired, difficulties encountered, larger workings of the organization, the politics of public history, or similar topics. Entries should average 200 words in length. Total hours worked each week should be noted.

Reflective journal entries for the first half of the course will be collected at mid-semester. Journal entries for the second half of the course will be collected at the end of the semester.

Final Paper

An internship falls under the rubric of "experiential education," and is not merely "work experience." As such, the intern will be asked to reflect on and discuss the learning experience at the end of the term. In the paper the intern should discuss the nature of the company he or she was working for, what the company does, the nature of the intern's activities (projects on which he or she was involved), and a discussion of the educational value of the internship. What, in other words, did you learn? How well did your training at the site prepare you for your internship (an perhaps future professional) responsibilities? Did your experiences reveal to you your professional strengths or some weaknesses? Such a reflection should take about 5 pages.

Interns must submit to the KSU advisor a satisfactory paper by the end of the last day of classes for the semester (i.e., prior to final exams).

The Site Supervisor's Responsibilities:

The site supervisor works with the intern in developing a semester work program that benefits both the student and the agency, recalling that the intern should, at the end of the semester, be able to point to some specific project and say that he or she had a role in its development. The supervisor also assigns work that develops professional skills; makes sure the student completes the work assignments satisfactorily; certifies that the work experience has been a learning experience that will contribute to the student's career aspirations.

The site supervisor must also complete and submit a final performance review (form attached) certifying that the intern has met the internship requirements -- that, in other words, the intern has put in the required number of hours and has satisfactorily performed his or her assigned duties. The internship advisor cannot award academic credit (3 credits, HIST3398) for the internship until that evaluation has been received.

The final review should be submitted to the public history program coordinator by the end of the last day of classes for the semester (i.e., prior to final exams).

KSU PUBLIC HISTORY INTERNSHIP

Intern Performance Evaluation

Name of Intern: _____

Site: _____

Semester: _____

Attends work sessions:

Excellent _____ Good _____ Needs Improvement _____

Interacts well with colleagues:

Excellent _____ Good _____ Needs Improvement _____

Follows directions:

Excellent _____ Good _____ Needs Improvement _____

Accomplishes tasks in a timely manner:

Excellent _____ Good _____ Needs Improvement _____

Takes initiative:

Excellent _____ Good _____ Needs Improvement _____

Exhibits a willingness to learn:

Excellent _____ Good _____ Needs Improvement _____

Works in an organized and efficient manner:

Excellent _____ Good _____ Needs Improvement _____

Exhibits knowledge of academic discipline (U.S. history, anthropology, civil war history, etc.):

Excellent _____ Good _____ Needs Improvement _____

Has good communication skills:

Excellent _____ Good _____ Needs Improvement _____

Understands museum/archival/park/preservation operations:

Excellent _____ Good _____ Needs Improvement _____

Overall performance summary or specifics relating to the above points (continue on additional pages if necessary):

Please discuss the evaluation with the intern at the end of the internship period, obtain the intern's signature, and provide one copy each to the intern and to the public history program coordinator.

Signature of supervisor	Position	Date
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I acknowledge receipt of this evaluation and have read it.

Signature of Student Intern	Date
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Please return to:

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