

HST 7810
Internship Guidelines
Public History
Department of History, Wright State University

Public History Internship

The internship experience is designed to allow the student to gain valuable experience as a public historian, as well as the opportunity to learn “on the job” and to network within the profession. Internships can be completed in a variety of settings such as museums, archives, libraries, historic sites, etc. and must provide the student with a variety of professional level work experience. Internships are normally completed between the first and second year of the public history program of study. Students must meet the pre-requisites for the internship as listed in the catalog.

Requirements

The internship must be completed with an appropriate history institution or organization under the supervision of a professional public historian (curator, archivist, etc.) with appropriate education and experience. The student will fulfill the normal expectations of an employee during the period of the internship. In return, the internship should provide the student with as much *varied professional experience* as possible. Please refer to the NCPH *Best Practices in Public History Internships* that accompanies these guidelines.

Students are required to work for at least **300** clock hours or the equivalent of 7 ½ forty hour work weeks.

A formal **Prospectus** and final **Internship Report** are required for addition to the student’s permanent record. Students are asked to provide BOTH an *electronic* AND *hardcopy* version of Prospectus and Report.

Internship Opportunities

Opportunities for internships are abundantly available in the Dayton area, but many Wright State University students have chosen to intern elsewhere. Students are also encouraged to research the availability of internships on their own through membership in professional organizations, networking and monitoring e-mail lists. See the weekly announcements for short lists of internships and links to sites listing other opportunities. Internships may be paid or unpaid.

Internships around the country are competitive and applications must be made early.

Information about the availability of internships may be obtained from the Director of Public History. The choice of an internship is up to the student and the sponsoring institution and is contingent on approval by the Director of Public History.

Internship Prospectus

The student will compose a **one to two page** (1-2) prospectus in consultation with the internship supervisor. It must include the following:

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Internship Prospectus
Public History
Department of History, Wright State University

Required Elements: (Please arrange the information under the following subtitles)

Student's Name

Organization: Name and brief description of the institution or organization where the internship will be completed.

Description: Description of the duties, work responsibilities, special projects, etc. that you will be assigned to do. Include in your description how these activities relate to public history.

Educational Benefit: Describe why you feel this particular internship will enhance your public history education and prepare you for the job market. What skills do you hope to learn?

Supervisor(s): Name, titles, qualifications (education and experience), and contact information of supervisor(s).

Dates: Beginning and ending date for the internship. (These can be projected dates.)

Hours: How many hours per week you will be working or a tentative schedule.

Pay: Indicate whether the internship will be paid or unpaid.

At the end of the document, include the following signature lines:

Student

Date

Internship Supervisor

Date

Title

Director, Public History, Wright State University

Date

Both the internship supervisor and the Director of Public History must approve the prospectus before the actual internship begins.

Internship Report/Paper

The student will complete a **ten to twelve page** (10-12) typed report detailing the work performed, the experience gained, knowledge learned and the contributions the student made to public history during the internship. The paper should conform to acceptable historical standards of writing and documentation.

The student should include as attachments:

- Log of Hours
- Pictures
- Sample of work completed (ie copy of a blog post, brochure, press release, lesson plans, collections storage assessment, box reinforcement plans/sketches, first couple pages of a finding aid created [please no full finding aids], etc.)

All photographs must be scanned and all papers must be 8 ½ by 11 inches.

The paper will be due four (4) weeks after the internship is completed.

****Students are required to submit BOTH electronic AND hardcopy of paper.**

Evaluation

Upon completion of the internship, students and supervisors will obtain the ***Evaluation Form*** from the Director of Public History. Supervisors are also encouraged to write an additional letter summarizing the student's internship performance.

Completed ***Evaluation Forms*** and letters should be forwarded to the Director of Public History, Drew Swanson (drew.swanson@wright.edu).

The evaluation is due four (4) weeks after the internship is completed.

****The Director of Public History may also visit the host institution prior to, during and at the end of the internship to evaluate the intern's performance and the internship experience.****