

## HISTORY INTERNSHIP

### **WHAT IS AN INTERNSHIP?**

An internship provides an invaluable learning experience, an opportunity to explore a potential career field, a chance to learn and teach history beyond the classroom, and a vehicle for gaining hands-on experience that will enhance any resume, graduate school application, or law school application, regardless of the nature of the internship itself.

The details and duties of any internship will vary according to the student, the site, and the site supervisor, but in general an internship will require 120 hours of work related to the site's operations (an average of 8 hours per week over the course of a 15-week semester, or 120 hours over the course of a summer session).

Ideally, an internship will supplement, enhance, and allow you to apply what you've learned in your history classes. You might work in a museum, at a historic site, in a local library or archive, with a historical organization, or with a local government agency. You'll enter your internship as a history student, but you'll quickly learn that "history" outside of an academic setting means much more than lectures, books, papers, and grades.

### **HOW DO I GET (AND COMPLETE) AN INTERNSHIP?**

You are responsible for finding your own internship, however the Internship Coordinator and the Career Center can assist you as well. Here are some steps you should take first as you think about finding an internship:

1. Think about what kind of place you would like to work. (A museum? An archive? A historic site?)
2. Do what all good historians do: research. (Visit websites to find out what kinds of activities that potential sites undertake.)
3. Make contact. (Tell the person you talk to that you are a Gonzaga University History student, that you're interested in an internship, that you'll receive course credit, and that, if they're accepting interns, you'd like to submit an application. In some instances, these organizations might already have a formalized internship program set up, while in other instances you will have to craft the internship based on your desired learning objectives and their needed assistance.)
4. Determine if you've found an internship opportunity you would like to take.
5. Register! (Schedule an appointment with the Internship Coordinator to enroll in History 397. You can only register for this course with permission and must already have been accepted as an intern before you can register. There are different sections of the course you can register for depending on the type of internship you accept including museums, archives, library, government, research, etc. )
6. In conjunction with your site supervisor, fill out preliminary paperwork you will receive from the Internship Coordinator (including the History Internship Learning Contract and the History Internship Statement of Understanding and Release). Return these to the Coordinator.
7. Go to work. (Plan your schedule, remembering that you need to commit at least 120 hours by the end of the semester or summer session.)

8. Use the weekly log to keep track of the number of hours you work and what you work on from week to week.

9. Stay in touch with the Coordinator. (Plan to attend a mid-semester intern meeting and report news of your progress. This can be done remotely if you are working over the summer outside of Spokane.)

10. After you complete your internship, write a History Internship Reflective Essay and submit it to the Internship Coordinator. Your supervisor's evaluations, this essay, and any products of your internship will be the basis for the grade you receive.

## **THE INTERNSHIP COORDINATOR**

Dr. Veta Schlimgen is currently the history department's Internship Coordinator. She has experience helping students find internships and also as a museum director supervising interns. Stop in to speak with her about any of your internship questions or to get registered for the class. Make sure you have done some research before your visit, taking the above 9 points into consideration to prepare for your meeting. Her office is located in College Hall 431L and she can be reached at [schlimgen@gonzaga.edu](mailto:schlimgen@gonzaga.edu).

## **WHAT PLACES MIGHT ACCEPT AN INTERN?**

Consider working at libraries, archives, historic sites (national, state or county), parks, museums (including small house museums), oral history or heritage centers. Government offices as well as private companies also employ researchers, writers and record keepers and could be other good places to look for opportunities. Don't be afraid to contact sites in your hometown that you would love to intern for even if they don't mention anything about internships on their website. Write them a letter/email detailing what you can provide for them and what you would like to learn from them. It is quite easy to build your own internship with the help of a supportive supervisor at the institution of your choosing. Also, search national or even international internship websites. Here are a few places to start:

<http://www.gonzaga.edu/Academics/Colleges-and-Schools/College-of-Arts-and-Sciences/Majors-Programs/History/StudentResources/Internships.asp>

Also, consider scheduling an appointment with Gonzaga's Career Center. They are committed to assisting humanities students find internships too! <http://www.gonzaga.edu/Student-Life/Career-Center-and-GAMP/Students/default.asp>

## **OTHER INFORMATION**

1. This course counts as an upper division history elective worth three credits. It *cannot* be used to fulfill any of the four topical requirements for the history major.
2. You will be graded on a pass/no pass basis and assessed by both the site supervisor and the Internship Coordinator. Assessment will be based upon your History Internship Reflective Essay and the report from the internship site supervisor. The internship coordinator will assign your grade.
3. You may repeat the History Internship course only once for credit.

# History Internship Learning Contract

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

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

Class Level: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

List One Faculty Reference: \_\_\_\_\_

History Courses Taken: \_\_\_\_\_

\_\_\_\_\_

Professional Interests: \_\_\_\_\_

## **Internship Site**

Organization/ Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Designated Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Internship Position Information** (List/describe student's primary duties and responsibilities. Attach additional sheet if necessary.)

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours per week (avg): \_\_\_\_\_ (interns must average 8 hrs./week to meet min. requirement of 120 hrs.)

Compensation (if applicable) \$ \_\_\_\_\_

**Please complete and sign on reverse.**

**Learning Objectives** (should be specific, measureable, and within the student's ability to accomplish)

**Objective I**

What: \_\_\_\_\_

How: \_\_\_\_\_

Measurement: \_\_\_\_\_

**Objective II**

What: \_\_\_\_\_

How: \_\_\_\_\_

Measurement: \_\_\_\_\_

**Objective III**

What: \_\_\_\_\_

How: \_\_\_\_\_

Measurement: \_\_\_\_\_

**Student Approval**

I understand the duties, responsibilities, and learning objectives associated with this internship. I understand that my commitment to this internship is equivalent to that of any other 3-unit course.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Supervisor Approval**

I understand the duties, responsibilities, and learning objectives associated with this internship. I understand my commitment to helping the intern fulfill his/her duties and responsibilities and meet his/her learning objectives.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Internship Coordinator Approval**

I understand the duties, responsibilities, and learning objectives associated with this internship. I approve the internship as appropriate for university-level learning and course credit.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## History Internship Reflective Essay

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Internship Location/Host: \_\_\_\_\_  
Internship Site Supervisor: \_\_\_\_\_  
Faculty Coordinator: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Write a reflective essay, 3-4 pages in length, discuss what you accomplished during your internship, what you learned from the experience, and how this internship relates to your coursework and career plans.

Your essay should include the following:

1. A brief description of the site, institution, or agency where you undertook your internship.
2. Your reflections on
  - why you undertook this internship
  - what you expected to do and what you actually did
  - the skills you developed and how you acquired/practiced them
  - what you learned from your supervisor, co-workers, work environment, and/or the experience as a whole
  - how this internship related to your academic program
3. Your thoughts on how this internship influenced your personal, academic, and/or professional goals or direction.

Attach this sheet to your essay and return to the Internship Coordinator no later than \_\_\_\_\_

# History Internship Statement of Understanding and Release



## Student Statement of Understanding and Release

I understand that the University does not accept responsibility or liability for students participating in off-campus experience-based learning activities; that the University does not provide medical insurance for students participating in internships; that I must ask sites about potential personal health or safety risks; and that in choosing to participate in an internship, I do so at my own risk.

I understand that Gonzaga University cannot be held liable for my actions while at the off-campus experience-based learning site (hereafter referred to as "site"). Therefore, I hereby release, hold harmless and forever discharge Gonzaga University from all claims, causes of action, or demands of every kind which I may have in the future or that any person claiming through me may have in the future by reason of any injury to person or property, or death, in connection with my participation in the off-campus experience-based learning activity (as described in the History Internship Learning Contract).

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Site Agreement

We understand that there is no provision in Gonzaga University policy for contractually accepting responsibility for students, nor does the University provide liability coverage; we understand that we will hold the responsibility for any liability that could result from inviting a student to do work under our supervision and on our premises; we understand that the University does not provide medical or accident insurance for students participating in internships; and we understand that students must be informed of any potential personal health or safety risk that may be inherent in an internship with our company/organization.

Organization/Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Designated Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Sign: \_\_\_\_\_ Date: \_\_\_\_\_

# History Internship Final Site Evaluation



Student: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**To the site supervisor:** Thank you for taking time to complete this important evaluation. Please evaluate the student objectively, comparing her/him with other students of comparable academic level and with regard to the student's responsibilities and learning objectives. Please also share this evaluation with the student and return this form to the History Department Internship Coordinator by \_\_\_\_\_

You can ask the student to deliver the form, email it to [schlimgen@gonzaga.edu](mailto:schlimgen@gonzaga.edu), or send it to Veta Schlimgen, Gonzaga University, College Hall Box 37, 502 E. Boone Ave., Spokane WA 99258.

Check the response that best describes the student's performance:

## Relations with others/communication

- open, friendly, helpful, informative
- works well with others
- quiet/reserved unless spoken to
- kept her/himself
- generally unhelpful/uncommunicative

## Ability to learn

- learns quickly, asks questions
- learns readily, accepts suggestions
- average in learning ability
- comparatively slow to learn
- very slow to learn

## Quality of work

- excellent, neat/accurate
- very good
- does average work
- below average, needs improvement
- very poor, not acceptable

## Worked to potential

- worked independently, sought more work
- sought to gain maximum from experience
- usually tried to gain from experience
- only did what was explicitly requested
- did as little as possible



**Attitude toward internship**

- very enthusiastic, showed initiative
- interested and industrious
- willing when told to do something
- lacked interest and initiative
- refused all but assigned duties

**Dependability**

- very dependable, completes all work
- above average in dependability
- dependable, on time
- sometimes neglectful or careless
- unreliable

**Judgment**

- exceptional, mature and responsible
- above average in making decisions
- usually makes the right decision
- often uses poor judgment
- consistently uses poor judgment

**Work skills**

- were excellent
- more than adequate for the duties given
- adequate
- were less than they should have been
- were inadequate for the duties given

**Regular in attendance?**

- Yes     No

**Punctual?**

- Yes     No

**Performs well under pressure?**

- Yes     No

**Presents a good professional image?**

- Yes     No

Brief description of students duties/responsibilities and accomplishments:

Strengths that you observed:

Areas in which the student could improve:

Any additional comments:

Overall rating of performance:

Outstanding \_\_\_\_\_  
Above average \_\_\_\_\_  
Average \_\_\_\_\_  
Below average \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

Internship site supervisor:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: Email address: \_\_\_\_\_

Student intern:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_