



INTERNSHIP MANUAL

Southwest Minnesota State University
History Program

Department of Social Sciences
Marshall, Minnesota

SMSU History Internship

Internships at SMSU are part of community-based learning that offers upper level students a hands-on experience in a professional or career setting for academic credit, in accordance with University policy.

The History Program believes that students can benefit from an internship experience in their desired field. However, in order for this to be possible both the student and the work site need to commit to the challenge of instruction, evaluation and reflection.

An internship is an opportunity for a student to develop a hands-on understanding of their career through various work assignments and the shadowing of various professionals.

Securing an Internship Site

INTERNSHIP PARAMETERS:

- A minimum of three (3) semester credit and a maximum of six (6) semester credits may be granted for an internship in the History major.
- Student interns should have at least junior standing (minimum 60 credit hours received) or have demonstrated competency in their field.
- Internship credits will be awarded on the basis of 40 hours work being the equivalent of one credit of class time.

SUPERVISION:

- All internships will be evaluated as determined by the History Program, with oversight by the internship supervisor, Mike Hofstetter, Tom Williford, or Jeff Kolnick.
- In a timely manner, the faculty supervisor, the on-site evaluator, and the student intern shall sign an internship agreement which outlines mutual responsibilities and expectations for the internship.
- A copy of the internship agreement will be kept on file in the department office for three (3) years.

SITE SELECTION:

Choose a site based on your interests as an historian. Also consider what tasks and opportunities will be given to you during the internship. Consider opportunities with teaching, curriculum development, museums, archives, libraries, public agencies, or state of national parks. Each site will have its own internship process and application procedure. Working with your faculty supervisor, you will be responsible for following those processes and procedures.

When you have secured an internship site, you must complete the Internship Contract and Statement of Goals and Objectives (found in the Forms section). These forms are to be returned to your faculty supervisor no later than the first week of the internship.

LEARNING OBJECTIVES AND REQUIREMENTS

Learning objectives will vary per agency. Each student should gain a thorough understanding of the agency's position and the connection it has with the history profession. The intern should be able to identify the skills needed to perform required tasks, work on sharpening those skills and gain insight into how a person in the position plays a role in the production or sharing of history.

The student intern is responsible for following all of the rules and regulations of the internship site. In order to receive credit for the hours spent at an internship site the internship must be approved by the faculty supervisor prior to beginning any work hours.

The student is to provide weekly summaries of their activities due Friday of every week during the internship. The student will also be required to provide reflection on the value of the internship as the conclusion of every month during their internship as a way of gauging what is being learned and its perceived value.

INTERNSHIP GOALS

An intern should be given some routine tasks to complete as well as be included in various activities and meetings which the internship supervisor themselves would regularly participate in. History interns are expected to be given the opportunity to have experiences in the different areas of the profession, appropriate to the agency where the intern is placed. They are not expected to perform primarily clerical tasks.

SYLLABUS

FIELD EXPERIENCE/INTERNSHIP

HIST 499

Course Description: This course allows students in the History Program to explore the actual day-to-day operations of a specific career or field of interest. This opportunity allows the student to gain specific insight into the career path they wish to pursue.

Requirements:

1. The internship must be approved prior to its start date.
2. The student will be required to keep an electronic **activity journal** and forward the journal to the supervising professor via email **every Friday**. This journal should list activities and duties for the week and the approximate time spent on them. It will be evaluated for content and style.
3. A **monthly reflection journal** of the students' activity along with an assessment of the value of this experience will be due on the **last day of each month**. This journal should summarize the educational opportunities the student has participated in during the month with an explanation of their value. It may include how the internship has changed since its start and how the student has contributed to the agency. This will also be graded on timeliness, value of reflection and style.
4. At the end of the internship the student is required to write a three to four page paper reflecting on how their experience doing public history compares to the scholarly experience of studying history in classes. This paper should consider such things as how work in the internship involved the use and interpretation of primary and secondary evidence, and how much the student's work in it was influenced by external factors such as sources of funding and the intended audience. The student should include specifics about the field work and reflect broadly on history as an academic field of inquiry.

ROLE OF THE SITE SUPERVISOR

The site supervisor has the responsibility of monitoring the student intern. The site supervisor should remember that this experience is to be educational for the student and that the student should be able to relate what they are learning not only to their professor but to their site supervisor as well. A regular meeting time should be set aside by the site supervisor to meet with the intern and discuss the outcome of assigned tasks.

If the internship is not working as planned, it is the site supervisor's responsibility to bring the issue up with the intern and the faculty supervisor to discuss a possible solutions. The faculty supervisor should be contacted with any concerns or issues concerning the student intern.

History Program Internship Forms

Southwest Minnesota State University History Program Internship Agreement

Date of agreement: _____

This agreement signifies that _____ (student) and
_____ (Agency/Community Site)
agree to an internship for _____ contact hours to be completed within the following dates
_____. Based on the number of hours designated, the internship will
carry _____ semester hours of academic credit.

Site Supervisor: _____

Mailing Address: _____

Email: _____ Phone: _____

Intern Address: _____

(during internship): _____

Email: _____ Phone: _____

Internship Schedule: In the space below, designate the scheduled days of the week and approximate times the intern normally would be expected on the job.

Monday _____	Thursday _____
Tuesday _____	Friday _____
Wednesday _____	Sat/Sun _____

The intern and organization agree on the attached job description and statement of goals/objectives. This statement should indicate what the intern will be expected to do or accomplish during the internship in order to meet both organizational and academic goals. Please attach the description to this agreement and fax to: 507-537-6115.

Intern Signature

Faculty Signature

Print Name

Print Name

Supervisor Signature

Print Name

**SMSU History Program Internship
Job Description and Statement of Goals**

Name of Site:

General Description of Intern Role:

Responsibilities or goals of student intern (please be specific):

Brief description of orientation and training provided by agency:

Intern Signature

Site Supervisor Signature

SMSU History Program Internship Site Supervisor Final Evaluation of Intern

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Site Supervisor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Number of hours completed: _____

Start date: _____ End date: _____

This evaluation is designed to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student. We want this to be a learning experience. The evaluation must be submitted to SMSU by _____.

Please record your appraisal that most accurately reflects the intern's abilities and performance demonstrated during the internship experience. Use the following scale:

<i>Needs Improvement</i>		<i>Satisfactory</i>		<i>Excellent</i>
1	2	3	4	5

	Rating
Demonstrated a strong work ethic	_____
Worked well with agency staff	_____
Worked well independently	_____
Showed initiative on projects and assignments	_____
Willing to seek and use help	_____
Willing to learn	_____
Completed assignments on time	_____
Followed through with tasks until completion	_____
Punctual	_____
Reliable and dependable	_____

(Continued on reverse)

Additional feedback and comments:

I understand that this evaluation will be shared with the Intern.

_____	_____
Site Supervisor Signature	Date
_____	_____
SMSU History Internship Coordinator	Date

Submit evaluation by mail to:

History Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115

SMSU History Program Internship Student Evaluation of Self

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Site Supervisor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Number of hours completed: _____

Start date: _____ End date: _____

Please record your appraisal that most accurately reflects your abilities and performance demonstrated during the internship experience. Use the following scale:

<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
1	3	5
2		

	Rating
Demonstrated a strong work ethic	_____
Worked well with agency staff	_____
Worked well independently	_____
Showed initiative on projects and assignments	_____
Willing to seek and use help	_____
Willing to learn	_____
Completed assignments on time	_____
Followed through with tasks until completion	_____
Punctual	_____
Reliable and dependable	_____

(continued on reverse)

How challenging was your work?

How much did you learn from working at your site?

In what way did your internship experience change your career or educational plans? (Check only one)

_____ confirmed my plans _____ decided to change career
_____ made me question my previous choice _____ had no effect

Please explain:

_____	_____
Intern Signature	Date
_____	_____
SMSU History Internship Coordinator	Date

Please return evaluation by mail to:

History Internship Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115

SMSU History Program Internship Student Evaluation of Internship Site

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Address: _____ Fax: _____

Number of hours completed: _____

Start date: _____ End date: _____

Please circle the number which best indicates your perception of the internship site.

	Not At All.....				A Great Deal
	1	2	3	4	5
1. Was your work challenging?	1	2	3	4	5
2. Were your tasks/assignments clear?	1	2	3	4	5
3. Were your tasks/assignments interesting?	1	2	3	4	5
4. Were persons at your site helpful?	1	2	3	4	5
5. Were you given adequate training?	1	2	3	4	5
6. Did your site provide you with enough work?	1	2	3	4	5
7. Would you recommend this site to your friends?	1	2	3	4	5

Any other comments to share:

Please return evaluation at the end of the internship by mailing it to:

History Internship Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115