HIS 4940

History Internship

INSTRUCTOR: Dr. Jennifer Knight

College of Arts & Sciences, Department of History

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Instructor's Office: SOC 262
Office hour Tuesdays 11am-12pm and by appointment

PURPOSE AND CONTENT:

The intent of the internship programs supported by the Department of History is to provide students with access to valuable on the job experience, along with support from the department to help you be successful. While each student enrolled in this course will be participating in different internship experiences at their on-site internship provider, we will also meet regularly as a group to discuss topics related to public history and share our experiences. I hope that these experiences, in both their successes and challenges, will help you to be better prepared to choose a fulfilling career path and be successful in the job market.

Course Objectives:

- To provide an introduction to the field of Public History and some of the major related sub-disciplines of historical studies
- To provide information about historical disciplines both inside and outside of an academic setting
- To provide support to students engaged in on-site internship work

Student Learning Outcomes:

Students will demonstrate the ability to:

- Demonstrate an understanding of the field of Public History and some of the major related sub-disciplines of historical studies
- understand and discuss the historical disciplines both inside and outside of an academic setting
- successfully perform in an on-the-job setting

ASSIGNMENTS AND GRADING:

This grade for this course will be S/U, or 'Satisfactory'/'Unsatisfactory'

In order to receive credit for this course, you must attain a grade of 'Satisfactory'. Grades of 'Unsatisfactory' will result in no academic credit being awarded for this course.

In order to achieve a 'Satisfactory' grade, you must:

- **Receive a favorable evaluation from your on-site internship provider**
  - I will maintain regular contact with all internship providers, and have asked them all to contact me in the event that one of our interns is not meeting their expectations. All internship providers have agreed to meet the History Department's expectations regarding academic internships, and to maintain reasonable expectations of student interns. The Institutional Agreement Form that internship providers assent to is provided at the end of this syllabus for your information.
  - At the end of term, your internship provider will be asked to provide a final review of your performance. Your overall performance onsite must be satisfactory to your internship provider in order for you to achieve a 'Satisfactory' grade in this course.
  - Extenuating circumstances will be taken into consideration in the unlikely event that a major issue should arise between a student and their internship provider, as long as the issue is dealt with in conjunction with the Internship Coordinator, Dr. Knight.
- **Submit weekly journal submissions to Canvas**
  - You must maintain a weekly journal of your internship experience and submit these by a weekly due date of midnight each Sunday to Canvas.
  - A template for weekly journal submission is included at the end of this syllabus, and an electronic copy will be available via Canvas.
- **Regularly attend course meetings**
  - We will meet as a group every other week, and you are expected to regularly attend these meetings & be prepared to discuss assigned readings.
  - This is our opportunity to explore topics together, but also to keep each other aware of important information, questions, or concerns regarding your onsite internships.
  - In the event that you are not able to attend a course meeting, contact Dr. Knight to set up an alternative meeting time.
- **Complete an internship project**
  - For this course, you will be asked to complete a project related to your internship, which will include a detailed personal assessment of your experience, a short research paper on a historical topic related to your internship, and a visual display. We will utilize your projects to create an exhibition case display here at USF, for which you will contribute to the design and mounting.

BEST PRACTICES

- Be honest with your internship provider about your abilities and what you feel comfortable doing.
- If you will be late or not attending your shift, always provide as much notice as possible. Do not make lateness or absence a regular occurrence.
- If you cannot meet the expectations of an assignment, always provide as much notice as possible and a clear explanation of the circumstances preventing you from completing work you agreed to.
- **Above all, it is vital that you treat your internship as if it were a real professional position, as this is what it is.** This is not paid employment, but it is real job experience and can and will be viewed as such when you put this on your resume. Just like any job, if you fail to attend, do shoddy work, treat your work colleagues or supervisor with disrespect, etc, you are likely to be fired. If you supervisor were to recommend that you be let go due to your behavior or lack of performance during the term, this will result in an 'Unsatisfactory' grade for the course (and no credit awarded). I will take extenuating circumstances into consideration always, but the point is that getting fired from your internship would be a bad thing. It would mean your time this term was wasted, and it would sour the department's future relationship with that internship provider. So, please take your responsibilities in your internship seriously.

What I am here for:

- To listen to your experiences and help you to get the most out of them
- To intervene on your behalf in the event of serious violations or abuse on the part of the internship provider or any of their employees
- To help you investigate topics and careers that you are interested in knowing more about.

What I am not here for:

- To intervene with your internship provider over minor concerns or complaints: no one likes their job all of the time!

- To apologize for or excuse your behavior, lack of attendance, or any other negligence on your part. If you do not meet with the basic expectations of your internship provider, you may be removed from the internship prematurely. In this event, you will receive a grade of 'Unsatisfactory' and you will not receive credit for this course.

UNIVERSITY ACADEMIC DISHONESTY POLICY:

Plagiarism: Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another person's work.
Cheating: Cheating is defined as follows: (a) the unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test; (b) asking another person to take an examination in his/her place; (c) taking an examination for or in place of another student; (d) stealing visual concepts, such as drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc., and presenting them as one's own; (e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, other graded assignments, etc. (f) Stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media or interactive terminals or from cards, print-out paper, etc.

The University of South Florida has an account with an automated plagiarism detection service which allows instructors to submit student assignments to be checked for plagiarism. I reserve the right to submit assignments to this detection system. Assignments are compared automatically with a huge database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized.
Punishment Guidelines: The student who submitted the subject paper, lab report, etc., shall receive an "F" with a numerical value of zero on the item submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of F or FF (the latter indicating dishonesty) in the course.
Student Academic Grievance Procedures -
http://www.ugs.usf.edu/catalogs/0708/arcsagp.htm

NOTE: Tape recording of lectures is not permitted except in extenuating circumstances and with the prior permission of the instructor. Materials from this course such as tape recordings, lecture notes, and handouts may not be offered for resale.

Students with disabilities are responsible for registering with Students with Disabilities Services in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.

REQUIRED BOOKS:

All required readings will be available via the course Canvas site

TENTATIVE SCHEDULE OF ACTIVITIES:
(provisional and subject to change)

Module 1- Introduction, Rights and Responsibilities of Interns

Meeting: Tuesday Aug. 23 12:00-1:30, SOC 257
Reading Assignment: Syllabus and materials to be distributed in class

Module 2- Public History I, Managing Primary Sources (archives, preservation, etc)

Meeting: Tuesday Sept. 6 12:00-1:30, USF Special Collections Grace Allen Room, 4th Floor Library
Reading Assignment: *Public History: A Practical Guide* ch. 2 (posted to Canvas)

Module 3- Public History II, Communicating to the Public (museums, historical centers, etc)

Meeting: Tuesday Sept. 20 12:00-1:30, SOC 257
Reading Assignment: *Public History: A Practical Guide* ch. 3 (posted to Canvas)

Module 4- Digital Humanities

Meeting: Tuesday Oct. 4 12:00-1:30, SOC 257
Reading Assignment: *Digital History: A Guide to Gathering, Preserving, and Presenting the Past on the Web* : open access (available for free) at: http://chnm.gmu.edu/digitalhistory/ read 'Introduction' and 'Exploring the History Web'

Module 5- Community & Oral Histories

Meeting: Tuesday Oct. 18 12:00-1:30, SOC 257
Reading Assignment: *Public History: A Practical Guide* ch. 5 (posted to Canvas)

Module 6- Careers and Graduate School

Meeting: Tuesday Nov. 1 12:00-1:30, SOC 257
Reading Assignment: *Public History: A Practical Guide* chs. 4 & 9 (posted to Canvas)

Module 7 - Display Case Exhibit Setting

Meeting: Tuesday Nov. 15 12:00-1:30, USF Special Collections Grace Allen Room, 4th Floor Library

Module 8- Project Presentations & Final Wrap-up

Meeting: Tuesday Nov. 29 12:00-1:30, SOC 257
Final Meeting: wrap up and final thoughts on internship. Plans to continue next term? If so, we can discuss.

Appendix I:

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Weekly Journal Template

Name: _____ Internship Provider: _____

Term: _____ Week of: _____

Summary of activities accomplished this week:

Particular skills developed this week:

Resume builders acquired this week:

Personal observations and overall takeaway from this week:

Appendix II: Institution Agreement Letter

Thank you for agreeing to be an internship provider for USF Department of History! We are excited to be working in partnership with your institution. Please review these general expectations of our internship program, and indicate your agreement:

I understand that student interns must be treated with the respect due to any standard employee. I will to the best of my ability ensure that all staff members understand and comply with this as well.

I understand that the student intern is here to make a contribution to my institution. If our needs are not being met, I will consult with the USF History Dept. Internship Coordinator to establish a new plan that works for everyone.

If disciplinary actions are required, I agree to consult with USF History Dept. Internship Coordinator at the soonest point possible. I will consult with the Internship Coordinator prior to early termination of a student's internship.

I understand that the student interns are asked to complete 6 hours per week on site. I understand that a standard schedule should be established at the beginning of the internship in consultation with the student. I understand that I may request that the student work alternative hours (such as special events), but this is subject to their ability and agreement to do so.

I will communicate our institution's policies and best practices to the student intern, such as how to call off sick, who to report to with questions or concerns, dress policy, and any other matters that a new employee would need to know.

I understand that this is an unpaid, academic internship, from which students are seeking to gain valuable on the job experience. To that end, I will to the best of my ability provide the student with substantive, enriching tasks to complete. That said, part of any job is doing what needs to get done, and the student intern can and should pitch in where needed as any other employee. I will avoid assigning tasks such as fetching coffee or basic cleaning duties, however, or allow too much unsupervised time without assigned duties (unless devoted to research).

I would like to add the following statement (optional):

_____

_____

_____

_____

Institution name

_____ _____

Institution Representative name and position Date

_____

Internship Coordinator, USF Department of History