

**UNIVERSITY OF MEMPHIS**  
**History Internship General Information**

**Catalog Description:**

**HIST 4020 - Internship in History (1-12)**

Supervised internships working with various governmental agencies, private foundations, or businesses of interest to historians. May be repeated for up to 12 hours credit, of which no more than 6 hours may be counted toward the satisfaction of major requirements. PREREQUISITE: permission of department.

**Internship Procedures:**

- Set up an appointment to discuss internship procedures and possibilities with the History Internship Coordinator, Dr. Chrystal Goudsouzian - [cdykes@memphis.edu](mailto:cdykes@memphis.edu).
- Research and identify internship opportunities; update your resume.
- Apply and interview for academic internship opportunities and scholarships.
- Notify Dr. Goudsouzian when you have procured an internship; set up a meeting to discuss your proposed program.
- Complete the History Internship Contract in consultation with your on-site supervisor.
- Once the internship contract is approved, a permit will be issued and you will be cleared to register for HIST 4020. Check that your credit hours are correct and register for HIST 4020.
- Upon completion of the internship your hour log sheet must be approved by your internship supervisor and returned to Dr. G. Your supervisor must also submit a letter to Dr. G via email that both discusses the quality of your work and verifies the completion of your internship terms.

**Definitions and Program Information:**

**Internship Credit Hours:**

HIST 4020 can be taken for up to 12 credits, but only 6 credits can apply to the history major. Internship students enroll in the course based on the hours they plan to work at the internship site. Each 50 hours of work = 1 credit hour. Most students take HIST 4020 for 3 credits and work 150 hours over the course of a semester. The internship course can be taken in any semester, including summer. Internship grades are given on a traditional scale of A-F.

**Faculty Member:**

The supervising internship faculty member for internships and the instructor of HIST 4020 is Dr. Chrystal Goudsouzian.

**Internship Supervisor:**

The internship supervisor is the person at the company or organization who agrees to supervise/coordinate the work of the intern.

**History Internship Contract:**

The History Internship Contract is a document packet that outlines internship guidelines, sets program expectations, and records on-site student progress and assessment. Pages 2-4 are completed at the time of application and formalize the student's internship course, plans, and goals. Page 5 is submitted to the internship supervisor when the internship is set up to outline on-site objectives, goals, and tasks. Pages 6-7 are used to log hours worked on-site.

**UNIVERSITY OF MEMPHIS  
History Internship Contract – HIST 4020**

Name: \_\_\_\_\_ / \_\_\_\_\_ University ID #: \_\_\_\_\_  
Print or Type Signature

University of Memphis E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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

Credit Hours: \_\_\_\_ (1-12 units possible) **1 credit hour = 50 hours of on-site work**

Registration for the above indicated HIST 4020 internship will be for the:

\_\_ Fall \_\_ Spring \_\_ Summer 20\_\_\_\_\_ semester.

Work will begin \_\_\_\_\_, 20\_\_\_\_\_ and end \_\_\_\_\_, 20\_\_\_\_\_ (Use the best estimates.)

**APPROVED:**

**Internship Supervisor:** \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Print or Type Signature

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

**Overseeing Faculty Member:** \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Print or Type Signature

*This contract must be approved before you will receive a permit to register for HIST 4020.*

**FOR OFFICE USE ONLY**

CRN Number: \_\_\_\_\_

Permit Issued: \_\_\_\_\_

**UNIVERSITY OF MEMPHIS**  
**Student Internship Plan and Goals**

1. Where will you work?
2. What work schedule has been set up and agreed upon between you and your internship supervisor?
3. What activities will be performed on-site? Be specific.
4. Specify your learning objectives. What new knowledge, skills, or abilities do you expect to acquire through this internship?

5. What internship evaluation criteria and procedures have been agreed on by you, the internship supervisor, and your faculty member?

6. How will this internship relate to and augment your course of study at U of M?

7. How do you expect this internship will enhance your future career choices and goals?

8. If you will be taking other courses while doing your internship, list the number of additional credit hours: \_\_\_\_\_. If you will be working at another job in addition to doing your internship, list the number of hours you expect to work per week: \_\_\_\_\_.

## **TO THE INTERNSHIP SUPERVISOR:**

### **History Internship Objectives:**

History internships are intended to provide students with a meaningful hands-on experience outside of the classroom. History internships should:

- Give students the opportunity to see historians and history in action.
- Provide students with opportunities to apply analytical, interpretive, expressive, and creative skills developed in coursework to history-oriented projects.
- Augment students' historical knowledge and skills.
- Augment students' professional experience and skills.
- Fulfill individual learning objectives that will aid future study/work plans as outlined by individual students and their faculty advisors.

### **Guidelines For A Successful Internship**

The following guidelines are offered to make the internship an effective learning experience and to better utilize the time and talents of the intern while he/she is working under your supervision.

1. Coordinate the intern's talents/skills with the task to be performed whenever possible.
2. If multiple tasks are assigned, establish priorities to ensure that the most important elements are completed first.
3. Provide background information on the project/task assigned to the intern so that he/she will understand its relationship to the overall work of the organization.
4. Give specific, step-by-step instruction/explanation of the work to be performed. Support this information with a set of written instructions and samples of the desired results.
5. Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage the intern to ask questions regarding any aspect of the work about which he/she is uncertain.
6. Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
7. Specify the deadline by which projects are to be completed. Set due dates to provide time for consultation with the intern.
8. Give constructive feedback that will assist the intern in developing professional skills.
9. While all staff members must occasionally do routine tasks, the intern should not be assigned the following tasks as part of his/her regularly scheduled duties:
  - a. Minor clerical duties such as typing of general correspondence, file maintenance, photocopying of quantities of routine material.
  - b. Performing personal errands for staff members.
  - c. Serving exclusively as office receptionist.



## LOG OF HOURS WORKED

Date	Hours Worked	Work Completed	Student's Signature	Internship Supervisor's Signature
			<b>Total Hours Worked:</b>	

**Internship Supervisor:** \_\_\_\_\_ / \_\_\_\_\_  

Print or Type
Signature
Date

**Student:** \_\_\_\_\_ / \_\_\_\_\_  

Print or Type
Signature
Date