

BYU | Department of History

HIST 299R ACADEMIC INTERNSHIP

COURSE SYLLABUS – FALL SEMESTER 2018

FACULTY ADVISOR

Dr. Karen Carter
2101A JFSB
karen_carter@byu.edu
Ext: 2-8599

INTERNSHIP COORDINATOR

Maren G. Kirwan
2130F JFSB
hist_intern@byu.edu
Ext: 2-1789

COURSE INFORMATION AND PURPOSE

History 299R is a variable credit (.5-6.0 credit hours) pass/fail course that can count towards the History electives coursework requirement. The academic internship is an educational experience that allows students to learn from professionals outside the classroom. The Internship Supervisor directs the work experience on the job; they outline tasks, train the intern, and assess student performance. The Faculty Advisor will assess the language, research, writing, and analytical skills and abilities the student has developed and used during their internship experience based upon the students' assignments and self-assessments.

LEARNING OUTCOMES

The academic assignments are designed to acquire and enrich the following outcomes:

1. Students will demonstrate proficiency in research, writing, and technical ability.
2. Students will demonstrate an understanding of appropriate professional conduct through a high level of commitment to dependability, ethical behavior, positive attitude, and affirmative interactions with colleagues and supervisors.
3. Students will demonstrate a greater understanding of the role and relevance of their history studies in the community and future career opportunities and be able to reflect on their internship experience within the broader academic framework.

Additional specific learning outcomes will be determined by the Internship Supervisor within the first 2 weeks of a student's internship start date when completing the Statement of Expectations (see "Assignments"). This document will help the student focus on specific skills they are expected to learn and leave the internship with. At the end of the semester the Internship Provider will evaluate whether these skills and goals were acquired/achieved.

COURSE EXPECTATIONS

DEPARTMENT EXPECTATIONS

1. The Internship Coordinator will be available to communicate and meet with students throughout the internship process and will respond to student questions and concerns in a timely manner.
2. The Internship Coordinator will provide a pre-internship orientation for each internship student.

3. Each student will receive the course syllabus and appropriate course assignment documents at the beginning of the term.
4. The Internship Coordinator/Faculty will routinely assess internship providers to ensure quality internship experiences for students. Internship provider assessments will be conducted through a variety of methods, including, student feedback in formal channels such as assessments and course evaluations, student feedback in communications with the internship coordinator or faculty advisor, site visits to internship providers, and feedback from other departments and university stakeholders.

STUDENT EXPECTATIONS

An internship is to be treated as professional work experience and the student is responsible to their Internship Supervisor just as any employee is to an employer. The student intern is expected to follow the BYU Honor Code and be professional in dress and behavior. The student is also responsible for completing all assignments and sending them in on time. Do not pursue or accept an internship unless you are serious about the opportunity and can complete all the requirements expected of you. To successfully complete and receive course credit for an internship, the student must complete the following steps:

Find an Internship: Students may enlist the help and resources of the History Internship Coordinator as they search for an internship opportunity. However, students are ultimately responsible for locating and securing their own internship experience. The internship experience must:

1. Provide work, projects, and responsibilities that have material relevancy to the field of history
2. Provide direct, on-site supervision and mentoring by a professional (who is not an immediate family member of the student intern)
3. Provide the minimum number of internship work hours needed for academic credit
4. Require internship hours to be completed on site (NOT remotely)
5. Be done through an organization that is NOT owned/managed by an immediate family member
6. Be done through an university-approved experience provider

Register for the Internship Course: Students must register for the internship course prior to starting an internship experience. Internship work hours will not count prior to being officially registered for the course and internship course credit cannot be given retroactively. To register for the course, students will:

1. Secure an internship experience that meets university and departmental guidelines
2. Meet with the History Internship Coordinator and complete the pre-internship orientation
3. Verify that the University has an internship master agreement on file with their internship provider and complete any requirements from the internship provider organization
4. Complete and submit an internship application through IRAMS (at intern.byu.edu)
5. Enroll in HIST 299R after internship application is approved

Earning Academic Credit: After securing an internship and registering, students are ready to start the internship course. If student performance does not meet the established standards, the internship provider is not obligated to continue the internship. The internship coordinator reserves the right to contact the experience provider or the student to check on progress, solve problems, provide input, explain expectations, or make changes as necessary. Students are expected to complete the hours and assignments required by the internship course in addition to the projects and assignments outlined by their internship organization and supervisor.

Students may register from 0.5 up to 6.0 hours of academic internship credit. Both BYU and the History Department require that a student complete at least 42 hours for every hour of academic credit they are seeking. It is the student's responsibility to keep track of their hours. Travel time to

and from your internship location will NOT count toward hours, unless approved by your internship supervisor. The relation between academic credits and hours is represented in the following table:

CREDIT HOURS	TOTAL HOURS	HOURS/WEEK (SEMESTER)	HOURS/WEEK (TERM)
0.5	21	2	3-4
1.0	42	3-5	6
2.0	84	5-7	12
3.0	126	7-10	18
4.0	168	11-14	24
5.0	210	15-17	30
6.0	252	18-20+	36

Communication: Students are expected to respond to all communications from the internship coordinator, internship course faculty, and internship supervisor in a professional and timely manner. Students will communicate any changes in the internship situation and report any concerns about the internship to the internship coordinator.

COURSE ASSIGNMENTS AND GRADING

ASSIGNMENTS

Students will receive course assignment documents through email on the first day of classes. **All assignments are due by midnight on the date listed and are to be submitted to the Internship Coordinator.** E-mail is preferred but hard copies will also be accepted. Due to the nature of each student's individual internship, some students may reach their deadlines at different times than what is listed. Please refer to the "General Timeframe" deadlines below and work with the Internship Coordinator to set appropriate individual deadlines for each assignment if necessary.

ASSIGNMENT	GENERAL TIMEFRAME	DUE DATE
Statement of Expectations	Within 2 weeks of start date	Tuesday, September 18 th
Mid-term Self-Assessment and Supervisor Evaluation	Halfway through internship	Tuesday, October 23 rd
Internship Project Report	Three-quarters through internship	Monday, November 19 th
Final Self-Assessment and Supervisor Evaluation	At the end of the internship	Thursday, December 13 th
Internship Experience Report	At the end of the internship	Thursday, December 13 th

Statement of Expectations - This document facilitates a conversation between you and your internship supervisor about orientation, training, intern responsibilities and project expectations, and intern work schedule. Be specific so expectations between you and your internship supervisor are clear. This document should be discussed and signed by both you and the internship supervisor.

Student Self-Assessments: Twice during the semester or term, you must complete a self-assessment of your performance on the job. This will give you an opportunity to reflect on your work and how it relates to your education. This is also an opportunity to evaluate your internship provider and/or supervisor and to address any concerns you may have about your internship experience, especially if your expectations and learning outcomes are not being met. If necessary, the History Internship Coordinator and/or the Faculty Advisor may contact you or your supervisor to address any concerns.

Supervisor Evaluations: Your supervisor will also be asked to complete a mid-term and final evaluation of your work and to provide confirmation of the satisfactory completion of hours. It is the intern's responsibility to ensure that your supervisor receives and returns this form to the Internship Coordinator. Your final grade is largely based on your supervisor's evaluation; no final evaluation may result in a failing grade.

Student Reports: Each of the two student report assignments has a distinct objective. The internship project report is a discussion and examination of the work and activities the student has participated in during the internship. The internship experience report is a reflection on the internship experience and how it relates to the discipline and broader issues within the field of History.

INTERNSHIP PROJECT REPORT: The purpose of this report is to document your internship experience and the work that you have produced or participated during your internship. There is no required page minimum, but your report should be a thorough and complete review of your internship project. In cases where the intern must keep the details of their particular internship projects confidential, please try to provide a broad overview. Contact the History Internship Coordinator if you have any additional questions about this assignment. Samples of previous internship project reports are also available in the Internship Coordinator's office. Some suggestions of how to structure your report or what you can include in the report are listed below:

- **Photographs:** Include photographs of you at work (e.g. analyzing a primary source document, cataloging manuscripts/artifacts, or working in the archives). You may also include photographs of some of the source materials you have used or the progression of the project you have worked on. (Please ask your supervisor for permission to take any photographs.)
- **Documents:** Include a sample of a catalog that you have worked on, a database you have created, a page of a manuscript that you have edited, or online materials you developed.
- **"A day in the life":** Describe what a typical day on your internship entails. What are your daily responsibilities, who do interact with, how do you accomplish your internship duties?
- **Internship Journal:** A daily or weekly log of internship activities and progress on your project.
- **New skills and abilities:** Have you learned any new research techniques? Tricks of the trade? What databases, catalogs, and/or operating systems have you used to assist in your work?
- **Resume:** How would you describe this internship on your resume (in 2-4 bullet points)?

FINAL REPORT: (3-5 pages, double-spaced, *please include your total number of hours worked at the top of your report*) The purpose of this report is to offer a thoughtful assessment of your entire internship experience. Remember that this internship was done for HISTORY credit, so you should emphasize learning that pertains directly to history and clearly state why this experience deserves academic credit. Your report should address some or all of these questions:

- How has your internship drawn on your history training (from previous coursework and/or internships) and how has your internship refined or added to that knowledge? (Hint: This is the most important question so be sure to address it.)
- What are some of the controversies or conflicts surrounding public history projects in general and your particular internship project? How did the professionals at your internship organization address or resolve some of those problems?
- What are some of the new skills and abilities you have acquired in the course of your work? How will you continue to master or maintain the skills you acquired during this internship experience and how will you develop related skills in the future?
- What was the educational value of the internship experience? How has it enriched the overall education you are getting at BYU and the more specialized education you are

- obtaining through the History Department? Would you recommend a similar internship experience to other history students and why?
- How has your internship expanded your understanding of careers in history? Did it inspire you or deter you from wanting to pursue a career in history (or perhaps just that particular history profession)?
 - Why is the experience deserving of academic credit?

GRADING

History 299R is available only on a PASS/FAIL basis. Grades will be awarded based on the student's two written reports, two self-assessments, the internship supervisor's two evaluations, and the FULL completion of the required hours.

UNIVERSITY POLICY STATEMENTS

Policy statements regarding Honor Code, Academic Honesty, Students with Disabilities, and Title IX are viewable under the syllabus section of the course page in Learning Suite.