

FAMILY HISTORY 496R ACADEMIC INTERNSHIP

COURSE SYLLABUS – FALL SEMESTER 2018

FACULTY ADVISOR

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COURSE DESCRIPTION AND OBJECTIVES

History 496R, Academic Internship: Family History is a capstone educational experience which provides exposure to the real working world of the family historian/genealogist. This course is a required, integral part of the BYU family history experience. The key element of the internship should be rigorous practical experience in the world of genealogical activity. Ideally, the internship will contain both research and service (indexing, cataloging, etc.) components. The intern should plan to spend a minimum of 126 hours of internship work plus report writing time for a three credit hour internship.

Recognizing that genealogical professionals contribute to the progress of the field as a whole, interns are asked to spend about fifteen to twenty percent of the internship time on a special project having lasting value. Past projects have included indexes to key collections or reference books, guides to genealogical use of a special collection, genealogical research guides to a county or province, and access materials to county histories. The specific placement and special project will be determined on a case-by-case basis by the intern and their internship provider in consultation with the internship course faculty advisor.

LEARNING OUTCOMES

- Students will put into practice the skills in genealogical and historical research that they have learned through their coursework
- Utilize a significant range of skills and abilities in critical thinking, both in historical analysis and genealogical evidentiary analysis
- Possess a command of the key historical and genealogical terms, as well as theoretical background in the discipline
- Identify and solve historical and genealogical problems through primary and secondary source research, using library archival and technological resources
- Produce historical analysis, genealogical research reports, narrative family histories and compiled lineages that are clear, precise and well-written and incorporate the historical background of the time and place
- Demonstrate content knowledge of historical sources for the United States, generally and for a selected geographical region in the U.S. or elsewhere in the world
- Apply research skills learned to the search for their own ancestors and assist others in their searches, integrating in the process the world of academics and reason with that of faith

COURSE EXPECTATIONS

DEPARTMENT EXPECTATIONS

1. The internship faculty advisor and/or the internship coordinator will meet and counsel with students to determine an appropriate internship placement and projects to be completed.
2. 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.
3. The internship coordinator will provide a pre-internship orientation for each internship student.
4. Each student will receive the course syllabus and appropriate course assignment documents at the beginning of the term.
5. The faculty advisor and/or internship coordinator 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

The Family History 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 meet 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 in the field of genealogy
2. Provide direct, on-site supervision and mentoring by a professional (who is not an immediate family member of the student intern)
3. Provide a minimum of 126 internship work hours needed for 3 credit hours of 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 an internship application through IRAMS at intern.byu.edu.

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 (see “Course Assignments”) in addition to the projects and assignments outlined by their internship organization and supervisor.

Students may register for 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 |
| Midterm Update | Halfway through internship | Tuesday, October 23 rd |
| Internship Project Report | Three-quarters through internship | Monday, November 19 th |
| Final 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.

Midterm Update – Send a brief email update to the internship coordinator on how your experience is going and how many hours you have completed.

Supervisor Final Evaluation – Your internship supervisor will complete and submit a final evaluation of your work and 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.

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 you have 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 Family History.

INTERNSHIP PROJECT REPORT: If you have produced written materials for your internship provider, simply attach them. If you completed a special project, write a report (about 1000 words) about that 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 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: (1000-1500 words, *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 Family History credit, so you should emphasize learning that pertains directly to your field of study. You may consider addressing the following questions:

- How has your internship drawn on your family history training (from previous coursework and/or internships) and how has your internship refined or added to that knowledge?
- What are some of the controversies or conflicts surrounding genealogy and 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 family history students and why?
- How has your internship expanded your understanding of careers in family history? Did it inspire you or deter you from wanting to pursue a career in this field (or perhaps just that particular line of work)?
- Why is the experience deserving of academic credit?

GRADING

The faculty grading supervisor will review the reports prepared by the intern and the evaluation of the on-site mentor(s) and, possibly taking into account the experiences of other interns in similar situations and discussing the intern's work with the faculty consultant for the geographic area, assign a letter grade for the internship class.

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.