

# BYU | Department of History

## HIST 299R ACADEMIC INTERNSHIP

### COURSE SYLLABUS – FALL 2019

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**COURSE INFORMATION AND PURPOSE**

History 299R is a variable credit (.5-6.0 credit hours) pass/fail course that can fulfill the history electives coursework requirement. The academic internship is an educational experience, supported by the faculty advisor and internship coordinator, which allows students to learn from professionals outside the classroom.

**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**

Do not pursue or accept an internship unless you are serious about the opportunity and can complete all the requirements expected of you. Students are expected to adhere to the following guidelines:

- Students will treat the internship as a professional work experience and will demonstrate responsibility to their Internship Supervisor just as any employee is responsible to an employer.
- Students will follow the BYU Honor Code and be professional in dress and behavior.
- Students are responsible for submitting all course assignments on time, in addition to completing the internship work responsibilities as outlined by the internship supervisor
- Students will 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.
- 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.

To successfully participate in the internship and receive course credit, 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
3. Provide the minimum number of internship work hours needed for academic credit
4. Be done through a university-approved experience provider that is NOT owned/managed by a direct relative of the student intern

**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. Complete an internship/program application.
  - a. For U.S. Internships: submit an application online through IRAMS (at [intern.byu.edu](http://intern.byu.edu)). After application is approved, register for HIST 299R through BYU MyMap.
  - b. For International Internships: coordinate with the Kennedy Center program director. For individual experience internships, refer to their checklist at <http://kenedy.byu.edu/international-individual-experience/>

**Earning Academic Credit:** After securing an internship and registering, students are ready to start the internship course.

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

### COURSE ASSIGNMENTS AND GRADING

#### ASSIGNMENTS

Students will find all course assignment documents through Learning Suite both under the content tab and through the link in the assignment description. **All assignments are due by midnight on the date listed below and are to be submitted via Learning Suite. Assignments should be submitting on Learning Suite as PDF files.** The only exception to this is the mid-term and final supervisor evaluation assignments which can be either submitted via email or via Learning Suite.

#### Fall 2019

ASSIGNMENT	DUE DATE
Statement of Expectations	Tuesday, September 17 <sup>th</sup>
Mid-term Self-Assessment and Supervisor Evaluation	Tuesday, October 22 <sup>nd</sup>
Internship Project Report	Monday, November 18 <sup>th</sup>
Final Self-Assessment and Supervisor Evaluation	Thursday, December 12 <sup>th</sup>
Internship Experience Report and Work Hours Log	Thursday, December 12 <sup>th</sup>

**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 and lead a discussion with your internship supervisor regarding your

responses. 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. The History Internship Coordinator and/or the Faculty Advisor may contact you or your supervisor as needed to address any concerns. It is your responsibility to not only set up a time to discuss your responses with your supervisor but to also lead this discussion.

**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 set up a meeting time to discuss the self-assessment and supervisor evaluation forms. This discussion is an essential part of the evaluation assignment. It is the student'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 and provide a clear narrative of the work that you are doing during your internship. There is no required page minimum, but your report should be a thorough and complete review of your internship projects. In cases where the intern must keep the details of their particular internship projects confidential, please try to provide a broad overview. Samples of previous internship project reports are also available under "Content" in Learning Suite. 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) 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?

**Final Hours Log:** You are responsible for recording the number of hours you work. You may record these hours in a google doc, spreadsheet, note, etc., however, your final hours must be submitted as a PDF document. Please include a log of your hours with your final internship report.

#### **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 attached on the following page of this syllabus.

## University Policy Statements for Syllabus

**Honor Code:** In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

**Preventing & Responding to Sexual Harassment:** As required by Title IX of the Education Amendments of 1972, Brigham Young University prohibits sex discrimination against any participant in its education programs or activities. The university also prohibits sexual harassment-including sexual violence-committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university. University policy requires any university employee in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the Title IX Coordinator at [t9coordinator@byu.edu](mailto:t9coordinator@byu.edu) or (801) 422-8692. Reports may also be submitted through EthicsPoint at <https://titleix.byu.edu/report-concern> or 1-888-238-1062 (24-hours a day). BYU offers confidential resources for those affected by Sexual Misconduct, including the university's Victim Advocate, as well as a number of non-confidential resources and services that may be helpful. Additional information about Title IX, the university's Sexual Misconduct Policy, reporting requirements, and resources can be found at <http://titleix.byu.edu> or by contacting the university's Title IX Coordinator.

**Students with Disabilities:** Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. Services are coordinated with the student and instructor by the SSD Office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

**Academic Honesty:** The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

**Mental Health:** Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, [caps.byu.edu](https://caps.byu.edu)) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.