

HS 498 Internship in History

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Office Hours: T 11:10-12:10

R 11:10-1:40; W, F and other times

by appointment

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COURSE CONTENT:

Internship Objectives. The key objective of the internship process is for you to learn about your strengths and weaknesses, likes and dislikes and, perhaps most importantly, your values, with regard to your future career choices. While cultivating effective work habits, interpersonal and technical skills are important, even more important is that you begin to discover opportunities and career paths that may be open to you and at which you may excel and thereby make a meaningful contribution to your community.

Texts

Susan Porter Benson, Stephen Brier, and Roy Rosenzweig, eds. *Presenting the Past. Essays on History and the Public.* Chapters 1-2, 5-6, 10, 12-13, Temple University Press: Philadelphia, 1986. Available through Inter-Library Loan and on-line.

Gillis, John R., ed., *Commemorations. The politics of national identity.* (Princeton University Press: Princeton, NJ, 1994. chapters 4, 5, 6, 7, 8, 9, 13

Internship Requirements and Grading

Learning Contract. This includes a job description, your specific learning objectives, learning activities and evaluation criteria, and a statement of your expectations. An appropriately signed contract is due at the instructor's office no later than T, Jan. 17 at 3 pm. This will be graded on, timely submission. 2%

Hours. Interns are expected to spend a minimum of 10 hours per week and 120 hours per semester (60 hours must be completed prior to the midterm evaluation, R Feb. 28) working at their internship. The full 120 hours must be completed by T, April 28.

Journaling. Interns are expected to journal their on-the-job activities, experiences, and observations on a daily basis with reference to the assigned reading. This means that you are expected to incorporate comments and reflections on 7 chapters before midterm and the remaining 6 by the completion of the final essay. All relevant essays must have been incorporated into your journal by the time you submit the final writing assignment. You must submit a copy of your journal as part of each of your weekly meetings/reports. A copy of your

Journal must also be submitted as part of each of the two writing assignments. 10%

Journal Entries must include the date, hours worked, assignment or purpose of that day's work.

Bi-Weekly Reporting. Interns must confirm with me and submit in writing a schedule listing the time and dates of our six bi-weekly conferences by January 17th at 3:10 pm. 3%

Interns must submit their journal as part of their biweekly report. Interns are expected to discuss their activities, experiences, interpersonal relations at the internship site. The purpose of the assigned reading is to help you contextualize the professional activities in which you are engaged at your placement. Interns should be prepared to discuss the assigned reading as it relates to their responsibilities. You are also expected to reflect on the degree to which their expectations are being met, changed, challenged. Graded on timely thoughtful journal entries and oral reports. $6 \times 4 = 24\%$

Writing Assignments. Two writing assignments are required. The first is based on the Texts and can easily be written if you reflect on the readings in your journal. The assignments cannot be an unedited cut and paste from your journal. Rather, it is a synthesis of your work experience as it relates to the reading and your expectations. The second writing assignment is a reflection on your internship experience. Specific instructions for these two assignments follow.

Writing Assignment 1.

Due. T Feb. 26 at 3 pm in my office.

Objective. The objective of this assignment is for you to familiarize yourself with the discourse on representing history to the public.

Requirements. In this assignment you should interject your voice into this discourse by engaging with the discussion and analysis of the authors of the book's essays. You should reflect on your experience in the light of those essays.

To what extent does your experience thus far relate to the theoretical constructs presented in specific essays in that collection?

To what extent did the essays give you insights into your activities and the organization at which you are interning?

To what extent did the essays and your internship experience develop your sense of "representing" history to the general public?

Grading Criteria. The assignment must:

- Be typed, double spaced

- Be in paragraph form

- Be written as a discourse with your peers

- Engage specific essays and arguments/perspectives represented in the Book's collection

- Be submitted on time

- Be at least 5 pages long

Supervisor's Midterm Evaluation. Interns are encouraged to read the midterm evaluation in order to improve performance. The midterm evaluation is sent directly to your onsite supervisor

by the Office of Experiential Education (OEE). The onsite supervisor completes the evaluation and returns it directly to the OEE. Important considerations are: performance ratings, punctuality, attendance, communication, professional appearance, ability to work with others, to make a positive contribution, to initiate action, to take responsibility, and to successfully carry out and complete assignments. **10%**

Writing Assignment 2: Due T, April 28. at 3 pm in my office with a copy of the journal appended. **16%**

Objectives

One of the objectives of this assignment is that you reflect on opportunities and career paths that may be open to you and which you might find rewarding -- careers at which you may excel and make a meaningful contribution to your community.

Requirements

Your report should include your reflections on the extent to which your specific learning goals and expectations were met, challenged and/or changed by your internship experience. Some considerations to be addressed are:

1. What specific aspects of the internship worked for you? Is there one accomplishment of which you are especially proud?
2. What did you most enjoy about your internship? What did you find most rewarding? What would you change about your internship to make it more rewarding?
3. To what extent did you interact with your supervisor? the public? your peers? other employees? Did you enjoy interacting with these individuals?
4. Did you perceive that there might be better ways of accomplishing any of the institution's/organization's goals/objectives? Did you perceive an effective management style on the part of your supervisor? Did you, or could you comfortably make positive suggestions as to means of improving effectiveness? accomplishing goals or objectives?
5. Was there anyone with whom you worked whom you admired? Did anyone, or any experience at your internship, or resulting from your internship, give your insight into your future career choices and/or goals? What did you learn about yourself that will help you to focus on your future career?

Grading Criteria

Important considerations in your end of semester report include:

Presentation -- word processed, double spaced, spell checked, written as an essay

Evidence of thoughtfulness and consideration of your career path on the basis of the internship experience.

Submitted on time.

Approximately 5 pages long

Supervisor's Final Evaluation. Interns are welcome to read and/or make a copy of their final internship evaluation for their placement files. As with the midterm evaluation, the final evaluation is sent directly to the onsite supervisor. The supervisor will complete the evaluation and return it directly to the OEE. Important considerations are the same as listed above for the

Midterm Evaluation. **20%**

Course Withdrawal Policy

Students are expected to know and observe the published deadlines for (a) dropping the course and (b) withdrawing from the course. These deadlines are published on the University's Academic Calendar, which is available in the Bulletin, the course schedule and is in the Dean's Office. Please observe the following dates: Last Day to Drop the Course: January 22, 2008; Last Day to Withdraw from the Course (no refund): March 21, 2008. **THESE DEADLINES ARE NOT FLEXIBLE.**