

Texas Graduate Internships Resource Guide

[American Historical Association Career Diversity Initiative](#)

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Overview

The Texas Graduate Internship Resource Guide is designed for students, staff and faculty in History graduate programs who are exploring internship opportunities in Texas. Most of the internships compiled in this guide are restricted to the state, however there are some that are nation-wide.* This guide serves as a starting point for anyone seeking information about internships, how to apply to them, or how to approach a possible community partner.

Internships allow graduate students to develop skills outside the classroom while utilizing skills they have learned in their graduate program. Additionally, they develop networking skills and explore careers in a low-stakes environment.

**This guide was compiled by graduate students at Texas A&M University, the University of Texas at Austin and the University of Texas-El Paso. Therefore, some internships may be limited to these universities.*

Goals of this guide

1. Provide inspiration for students seeking internship opportunities in Texas.
2. Help students think critically about skills development and exploration of versatile careers outside the professoriate.
3. Aid students in their exploration with public engagement of local history and other audiences.

Benefits of an Internship

Internships offer numerous benefits for graduate students, such as training in their field of interest, experience in different work environments, and exploration outside their departments. This relevant work experience is ideal for students looking to build their resumes to secure jobs outside of the professoriate. Networking is another benefit of internships, especially for graduate students who may be unaware of how to navigate their chosen field.

Internships are also ideal for graduate students seeking future employment in the academy. All graduate students regardless of future plans can further develop their research skills and may find interest in a new field of historical study. Ultimately, internships enrich the graduate student experience.

The Five Skills

“The Career Diversity Five Skills were first identified in focus groups of historians with PhDs who found careers beyond traditional academia—five things they hadn’t learned in grad school but that they found they needed in order to succeed beyond the academy. These five skills are also essential to succeeding as professors.”

Internships emphasize the American Historical Association’s Career Diversity Five Skills for doctoral students:

- **Communication** in a variety of media and to a variety of audiences
- **Collaboration**, especially with people who might not share your worldview
- **Quantitative Literacy**: a basic ability to understand and communicate information presented in quantitative form, i.e., understanding that numbers tell a story the same way words, images, and artifacts do
- **Intellectual Self-Confidence**: the ability to work beyond subject matter expertise, to be nimble and imaginative in projects and plans
- **Digital Literacy**: a basic familiarity with digital tools and platforms

To learn more about “The Five Skills” visit:

<https://www.historians.org/jobs-and-professional-development/career-diversity-for-historians/career-diversity-resources/five-skills>

Established Internships

\$: paid internship; CR: course credit offered; UP: unpaid internship

- **Austin History Center | Austin, TX | UP**

<http://library.austintexas.gov/ahc/get-involved>

The Austin History Center is the local history division of the Austin Public Library. They offer a variety of volunteer positions, including preservation photocopying, data entry, phase box construction, oral history transcription, arranging and describing manuscript collections, map encapsulation, and processing material to add to the Austin Files, and many more.

- **Bullock Texas State History Museum | Austin, TX | CR, UP**

<https://www.thestoryoftexas.com/about/employment>

The Bullock State History Museum is the official history museum of Texas. They engage a broad audience of visitors each year and unfold the Story of Texas through educational experiences. They are owned and operated by Texas's State Preservation Board. Past internships have included curatorial work, research, and digital media. Internships are posted to the State Preservation Board website.

- **Chamizal National Memorial | El Paso, TX | \$, CR**

<https://www.nps.gov/Cham/index.html>

Chamizal National Memorial offered credit or summer paid internships. Located on the border between El Paso and Juarez, Chamizal National Memorial Park is dedicated to detailing the long complex history of the Chamizal region. The Chamizal Treaty of 1963 returned disputed land to Mexico and both countries worked towards relocating four miles of the Rio Grande River. The treaty subsequently displaced thousands of Chamizal residents. Today, the park preserves numerous oral histories dedicated to displaced Chamizal families among other collections. Local graduate students are encouraged to apply for summer paid internships and credit internships during Fall and Spring semesters are also available. The Chamizal Memorial Park is also a site partner for the Latino Heritage Internship Program, <https://latinoheritageintern.com/>.

- **El Paso County Historical Association | El Paso, TX | CR**

<http://www.elpasohistory.com/>

El Paso County Historical Association preserves the local history of the region and offers a wide variety of opportunities to graduate students. The association also publishes a quarterly journal titled, *Password*, in publication since 1956. Dr. Brad Cartwright, history professor at UTEP's history department, serves as the

association's current president. The history department and the association maintain a long history of collaboration and numerous graduate students have served as interns and volunteers. Archival practice, thesis/dissertation research/projects, public history projects, and publishing opportunities are available.

- **El Paso Holocaust Museum and Study Center | El Paso, TX | CR**

<https://elpasoholocaustmuseum.org/>

The El Paso Holocaust Museum and Study Center is dedicated to the history of the holocaust and its preservation to the memory of its victims in order to combat injustice, prejudice, and intolerance in our present society. Through community outreach, educational workshops, and speaker events, the center is able to carry out its mission within the borderland region. The center remains an internship partner to UTEP's history department and students have served as interns for credit classes and public history projects.

- **Latino Heritage Internship Program | Nationwide | \$**

<https://latinoheritageintern.com>

The Latino Heritage Internship Program helps students explore their cultural heritage at National Park Service sites across the U.S. and discover ways to connect with local communities. It is administered in partnership between the National Park Service, Hispanic Access Foundation, and Environment for the Americas. Applications for summer internships are due early February.

- **Magoffin Home State Historic Site | El Paso, TX | CR**

<https://www.thc.texas.gov/historic-sites/magoffin-home-state-historic-site>

The Magoffin Home preserves the history of one of El Paso's first entrepreneurial families. The Maggofin family helped develop the city of El Paso flourish into a bustling border town in the late 19th century. Their extensive landholdings enabled railroads, businesses, and utilities to transform the borderland region. Since 1971, the home is a designated historic site under the National Register of Historic Places. Mainly, students are able to hone their public speaking skills at the site by serving as docents and tour guides.

- **The Texas General Land Office | Austin, TX | \$**

<https://www.glo.texas.gov/the-glo/jobs/listings/index.cfm>

The GLO offers paid summer internships in various departments (Surveying, Land Grants, Communications etc.). Job posting appear around late-March and are closed when the position is filled. The application is submitted through www.WorkInTexas.com

- **Texas Historical Commission | Texas | UP**

<https://www.thc.texas.gov/about-us/job-openings/internship-program>

The Texas Historical Commission offers various internships for undergraduate and graduate students. There are recurrent internship offers in Austin, and at other sites across the state. The application for summer internships are due May 1. The application is found of the link above and mailed to P.O. BOX 12276, Austin, TX 78711.

- **Cushing Memorial Library and Archives | College Station, TX | CR**

<https://cushing.library.tamu.edu/programs/internships.html>

Cushing Library accepts student interns year-round. Students from Texas A&M and other institutions are welcome. Internships are unpaid, but course credit is assigned by the student's department. Projects related to Cushing's collecting areas and the students' areas of interest.

- **George H.W. Bush Presidential Library and Museum | College Station, TX | \$, CR**

<https://www.bush41.org/about/internships>

The George H. W. Bush Presidential Library and Museum has several internships available to Texas A&M University graduate students. Most internships are paid positions, but if they are unpaid, course credit is available for students. Internships typically open at the end of the semester for the following term. Students should apply on the Jobs for Aggies website.

- **George W. Bush Presidential Library and Museum | Dallas, Texas| UP, CR**


<https://www.georgewbushlibrary.smu.edu/en/Support/Internships>

The George W. Bush Presidential Library and Museum offers unpaid internships for graduate students in a variety of areas. These internships offer students a unique opportunity to gain valuable work experience while cultivating a better understanding of the Presidency, American history, and important issues of public policy. Interns must be: a U.S. Citizen or holder of a permanent resident card/A1 Diplomatic Visa; successfully pass a background check; sign a confidentiality agreement; and able to receive school credit from an accredited institution.

- **Virtual Student Federal Service | Nationwide | UP, CR**

<https://vsfs.state.gov/>

The Virtual Student Federal Service provides the opportunity for students to get practical experience with a number of federal departments and agencies. The internships span the entire academic year. However, instead of relocating to



Washington, DC, interns can complete their internship duties at home. Check out projects available with the Department of State, Department of Defense, National Archives, USDA, National Park Service, the Smithsonian Institution, and many more institutions! Projects often focus on research, the digital humanities, editing, blogging, conducting oral histories, or a number of other activities. You are eligible to apply to up to 3 projects through usajobs.gov during the month of July. Selections are made in August and often begin in September.

Entrepreneurial Internships

Many internships are established by a graduate student with an organization of their choice. Below are some areas students can approach as possible internship partners.

- Archives
- Art Museums
- Local History Centers and Museums
- Non-Profit Organizations
- Presidential Museums and Libraries
- University Presses
- University Study Abroad Office

Texas A&M Course Credit Internships:

The Department of History at Texas A&M University offers a graduate course centered on the internship experience. Each student who enrolls in this course must complete at least 120 hours in their chosen internship for 3 hours of course credit. It is ideal if the student produces at least one completed project over the course of their internship. In addition to the completion of the internship, students must maintain a positive working relationship with their partnering community organization. Student interns will also meet as a group at the beginning and end of each semester to reflect on their experiences.

UT-Austin Course Credit Internships:

After their first semester, graduate students at the University of Texas at Austin may take a conference course (HIS 391C) in which the student pursues a topic of mutual interest to both the professor and the student. Such a course may be taken for either reading or research credit. The request form is available on the Graduate Program's forms page: <https://liberalarts.utexas.edu/history/graduate/forms.php>. A maximum of two conference courses is allowed in the second year of coursework.

UTEP Course Credit Internships:

Graduate students at the University of Texas-El Paso have the option of taking an independent study course and turn it into an internship project of their own. Under the public history certificate graduate students are required to earn internship credit. Paid opportunities stemming from the History department are generally dependent on budget, but there are often opportunities that arise from time to time. Graduate students have the freedom to tailor their internship projects in a manner where it benefits their research/dissertation goals further diversifying their skills. Additionally, students can also opt out of an internship site and work along with a professor to create various projects focusing on public engagement, such as oral histories, podcasts, museum exhibitions, and digital history projects.

Toolkit

These resources will help students conceptualize their ideal internship experience and make actionable steps toward achieving that opportunity.

“Converting a Curriculum-Vitae to Resume” Internship and Career Center at the University of California-Davis

<https://icc.ucdavis.edu/materials/resume/cv/convertingcv>

“Creating Your Own Internship” University Career Services at the University of North Carolina- Chapel Hill

<https://careers.unc.edu/sites/careers.unc.edu/files/documents/Creating%20Your%20Own%20Internship.pdf>

“Intro to Resumes for CV-Minded Academics” InsideHigherEd

<https://www.insidehighered.com/blogs/gradhacker/intro-resumes-cv-minded-academics>

“Internship Tips for Graduate Students”

<https://humwork.uchri.org/blog/2016/02/internship-tips-for-grad-students/>

“Tips for Effective Email Communication for Job/Internship Search”

<https://www.hofstra.edu/pdf/studentaffairs/student-services/career/zarbcar/zarbcar-email-tips.pdf>

“Tips for Writing a Resume” ImaginePhD

<https://www.imaginephd.com/general-content/ImaginePhD-tips-for-writing-resume.pdf>

“Top Internship Interviewing Tips” The Balance Careers

<https://www.thebalancecareers.com/top-interviewing-tips-1986919>

Checklist

This checklist serves as a preliminary guide for seeking out an internship. It is good practice to consult your advisor during this process.

- Identify an organization/internship
- Research the institution and any available positions
- If there are no internships available, write a letter of introduction to the organization
- Develop a resumé
- Revise and edit materials that correspond to the internship
- Ask a second person to look over your materials
- Apply for the internship
- Practice interview skills at your institution's career center
- Send a follow-up email to organization if you have not heard back within 2 weeks