

INTERNSHIP GUIDELINES OVERVIEW

Department of History University of New Mexico

The Career Diversity for Historians (CDH) Internship offers graduate students a “hands on” experience during the school year as well as in the summer months. Fellows will apply historical ideas, knowledge and skills in public, private, and non-profit organizations. Combining practical experience with historical training helps doctoral students to become better faculty members, promotes individual success beyond the academy, and extends the influence of historical scholarship in the world.

Students will bring the critical thinking, writing, researching, and the language skills they developed in their academic training to new endeavors. The internship program also promotes the five skill sets that the American Historical Association has identified as crucial to professional success: collaboration, communication, intellectual self-confidence, digital and/or quantitative literacy. Under the guidance of their faculty adviser, the career development officer, and a sponsoring organization supervisor, the graduate student will gain practical work experience to better equip them as future faculty members and to prepare them to deploy their historical training within and beyond the professoriate.

Benefits of an Internship ~ With a Career Diversity for Historians Internship you will:

- Apply historical knowledge and thinking in extended practice outside the classroom—in public, private, and non-profit institutions.
- Develop marketable skills—students with internship experience stand out in the job market.
- Foster new contacts, which will help you as you look for a job. Your supervisor and colleagues can serve as references in your job search.
- Receive feedback from your employer, your faculty advisor, and the CDH Project Assistant—additional tools to assess your capabilities and goals.
- Broaden your exposure and practical experience.
- Create space to integrate broader practical experience with academic study.
- Participate in an encouraging, challenging, and evaluative mentor relationship.
- Develop collaboration, communication, intellectual self-confidence, digital and/or quantitative literacy.

WHEN IS THE BEST TIME FOR AN INTERNSHIP?

Internships can take place any semester (after having completed 9 hours in Ph.D. program of studies). Internships can range in duration from 5 weeks to 8 weeks long or longer, depending on the nature of the project.

WHERE SHOULD AN INTERNSHIP TAKE PLACE?

Internship projects should draw on historical knowledge and the skills of research, writing, analysis, and communication. **Students should seek internships** that are consistent with their historical research and interests and/or professional goals. Current internship opportunities and

resources will be made available on the department website, through emails, and posted in the office.

ADDITIONAL INFORMATION:

SUPERVISOR: A supervisor at the internship site is required. This person will outline the student's responsibilities, supervise the student through regular meetings, and complete a final evaluation of the student's internship.

BLOG & REPORTS: The student will be expected to write a blog entry for a Career Diversity blog series, submit a final assessment report, and complete a final site evaluation. Students are encouraged to share weekly with the Career Diversity Project Director and Coordinator, via email, what they are learning, pose any questions or concerns, or to comment on the progress of their experience. We also encourage students to share these reports and blogs with their faculty adviser throughout the project.

INTERNSHIP PROCESS: STUDENT CHECK LIST

All forms mentioned below can be found on the Career Diversity for Historians website (<http://history.unm.edu/career-diversity>)

Department of History
University of New Mexico

PHASE I

PHD: AFTER YOU HAVE COMPLETED 9 HOURS AND THE SEMESTER BEFORE THE PROPOSED INTERNSHIP

- __Obtain the CDH Internship packet (CDH Office MVH 2081 ~ or online)
- __Initiate the process of locating a potential internship site. **Meet with or call CDH Project Assistant.** Visit the CDH Office (or online @ <http://history.unm.edu/career-diversity>) to explore internship opportunities. Informally, discuss the internship site guidelines and job description and duties with the potential site supervisor. Pick up Supervisor packet from the CDH Project Assistant (also online).
- __Schedule an advising meeting with your Faculty Advisor to review your Internship application and intentions.
- __Complete and sign the *Internship Application*
- __Schedule a time to give the *Internship Application* to the CDH Project Assistant.
- __Receive confirmation of your Internship acceptance by the Internship Review Subcommittee.
- __After an internship is granted, meet with your Faculty Advisor and inform them of the internship and meet with your Internship Site Supervisor to formally sign off on the job requirements and duties (i.e., *Statement of Expectations and Responsibilities*). The CDH office will need a signed copy.
- __Schedule an appointment with the CDH Project Assistant to submit:
 - __Signed job description and duties form (1-2pp.)

PHASE II

DURING THE INTERNSHIP:

- __Meet with your Site Supervisor as needed or required.
- __Share progress reports, concerns, or updates with the CDH project assistant (histahamellon@unm.edu) and your Faculty Advisor

AT THE MID-POINT OF THE INTERNSHIP:

- __If internship is within 60 miles of UNM it is your responsibility to initiate a site visit by the CDH Project Assistant.

AT THE END OF THE INTERNSHIP:

- __The internship Site Supervisor must complete an evaluation form & turn it into the CDH Project Assistant (histahamellon@unm.edu)
- __Write a thank you letter to your Site Supervisor and to those with whom you may have interacted with at the site.

PHASE III

1-MONTH FOLLOWING THE INTERNSHIP:

- __Complete and submit the following to the CDH Project Assistant (CC: Faculty Adviser)
 - o __Final Assessment and Integration Report
 - o __Blog
 - o __Internship Site Evaluation (completed by student)
 - o __Evaluation form completed by the Site Supervisor (should already have been emailed to histahamellon@unm.edu)
- __Schedule public presentation with the CDH Office

RESPONSIBILITIES OF THE SUPERVISOR

Department of History
University of New Mexico

The Career Diversity for Historians Internship focuses on skill development over the course of a project. The sponsoring organization's supervisor will serve as example and guide for the work experience. The supervisor helps the student apply his/her historical skills to the organization's project/endeavors, providing a plan that incorporates historical knowledge and thinking and the development of communication, collaboration, digital/quantitative skills, and confidence building.

The student and her/his supervisor should meet together one-on-one throughout the duration of the internship as to best help the student gain experience and knowledge from the supervisor.

Supervisor requirements for CDH Internship:

- __Negotiate a written **statement of expectations and responsibilities (job duties)** with the student. This statement of responsibilities must be signed by the supervisor and the student. A copy must then be submitted to the CDH Project Assistant for the student's files.

- __Provide evaluation and feedback to the student and the CDH Office through a final written evaluation.

FINAL ASSESSMENT AND INTEGRATION REPORT

Department of History
University of New Mexico

Write a report (approximately five pages), typed, and double-spaced, answering the following questions. It is due one month following the completion of the Internship to the Career Diversity for Historians Office (please email the report to histahamellon@unm.edu) It is also recommended that this report be shared with your faculty adviser.

1. Summarize what the “hands on” experience taught you about your history career goals and about the need to broaden the influence and presence of historians. Have your academic or career goals changed? If so, how?
2. What are you learning about your *strengths* as a historian? Have there been circumstances when you clearly applied historical theory, context, or skill to the organization’s project? Please describe one circumstance.
3. What are you learning about your *limitations* as a historian? Have there been circumstances in which you wanted to apply historical theory, context, or skill to the organization’s project but were unable to do so? Please describe one circumstance.
4. What new skills and knowledge did you gain which will be helpful in future career as a historian? How did you develop the four necessary skills as laid out by the American Historical Association (communication, collaboration, quantitative literacy, and intellectual self-confidence)? Name at least one thing you have learned from your supervisor professionally and from the organization that will help you as a future faculty member and/or as a professional historian.
5. What practical issues did you encounter or observe? What did you learn about these issues from your experiences and conversations with your supervisor and other staff members? Comment on any other general things you’ve learned about “history in practice” that will be helpful for you in the future.
6. In what ways could your internship experience have been improved?
 - a. By you?
 - b. By the internship site?
 - c. By the department?
7. As a conclusion, answer the following: “What are you learning about history as a profession?”

Send to:

Career Diversity for Historians
Mesa Vista Hall 2081
Department of History, MSC06 3760
1 University of New Mexico
Albuquerque, NM 87131
histahamellon@unm.edu

BLOG GUIDELINES

Department of History
University of New
Mexico

By the end of the Internship you are required to write a **blog** for submission to the department's blog series on Career Diversity for Historians. The blog should be no more than 800 words in length and may include links to other articles, images, and video. Please see the *AHA Today* resource on blog guidelines on the Career Diversity for Historians forms page: <http://history.unm.edu/career-diversity/Internships/forms.html>

The purpose of writing the blog is to document lessons observed and learned, to make sense of the work experience and how historical training benefits the position, to help compose the final assessment and integration report, and to help historians reach audiences they have not previously reached.

The blog is due to the CDH Office (please email to histaamellon@unm.edu) one month following the completion of the internship. It is encouraged that you share this entry with your Faculty Adviser.

Blog Guidelines

There are three areas that may be addressed in your blog. The questions following the area titles are **suggested questions** to consider when blogging. **It is not required for you to answer these specific questions.**

- 1) **Career Diversity for Historians Goal(s)**: How is the Internship experience specifically helping or not helping you fulfill your career diversity goal(s)? What is your internship experience teaching you about the importance of a broader understanding of "history in practice"?
- 2) **Future History Career**: What are you learning about history as a profession? How has this experience impacted your professional goals? What are your strengths and weaknesses in the practical "hands on" experience? What skills are you learning? How have you applied historical skills to this work experience?
- 3) **Expectations and Responsibilities**: What are the major events and activities and what is your role in them? What would you do again? What would you do differently?

INTERNSHIP SITE EVALUATION

COMPLETED BY STUDENT AFTER THE INTERNSHIP IS FINISHED. EVALUATION IS SUBMITTED WITH THE FINAL ASSESSMENT REPORT 1-MONTH FOLLOWING THE INTERNSHIP.

Date: _____

Name: _____

Internship Site: _____

Site Address: _____

Supervisor: _____

Why would you recommend this organization for future internships?

Why would you not recommend this organization for future internships?

Send to:

Career Diversity for Historians
Mesa Vista Hall 2081
Department of History, MSC06 3760
1 University of New Mexico
Albuquerque, NM 87131
histahamellon@unm.edu

SUPERVISOR EVALUATION

(To be completed by the supervisor at the end of Internship)

Please Email or Send to:

Career Diversity for Historians
 Mesa Vista Hall 2081
 Department of History, MSC06 3760
 1 University of New Mexico
 Albuquerque, NM 87131
histahamellon@unm.edu

Name of Student _____ Dates of Internship _____ to _____

Organization _____ Student's Position _____

Student's Main Duties and Responsibilities: _____

Name of Supervisor _____

Supervisor's Position _____

Date _____

Evaluation may be:

- Shared with student
- Used with discretion
- Not shown to student

Please check one rating for each area of assessment:

Area of Assessment	Needs Improvement	Met Expectations	Exceeds Expectations
Takes Initiative			
Shows judgment about when to seek guidance and when to be self-reliant			
Accepts and makes positive use of criticism			
Demonstrates problem solving skills			
Adjusts to a variety of new circumstances, expectations, and people			
Collaborates with others			
Is teachable and open to suggestions by supervisor or project staff			

Any further comments, remarks, suggestions, or observations:

STUDENT GUIDELINES FOR INTERNSHIPS

A Career Diversity for Historians Internship provides an opportunity for you to integrate your graduate historical training with practical “hands on” experience in public, private, and non-profit sectors. It is a supervised experience intended to enhance your professional history career goals.

General Guidelines

1. The internship experience should be a new, educationally rewarding one rather than a continuation or repeat of a current or previous work experience. It is a short-term position.
2. An internship work experience should involve a challenging project which will draw on the fellow’s historical knowledge, critical thinking, research and writing skills, and develop the skills of communication, collaboration, digital and quantitative competence, and intellectual self-confidence.
3. Receiving pay for the internship will be dependent on the employing organization’s policy and the available funds of the Career Diversity for Historians program.
4. Fellows will not be placed in businesses owned by family members or in organizations where the supervisor is a relative.
5. The Internship Review Subcommittee may approve internships at farther distance, or outside the United States.

Internship Eligibility and Requirements

1. Doctoral students must have completed at least 9 hours in their Program on Studies before seeking an Internship. Fellows must be in good academic standing. ABDs should demonstrate continuing progress in their dissertation research and writing, based on the Dissertation Committee Chair’s recommendation.
2. While you are participating in the internship, you are expected to communicate with your faculty advisor and the CDH Internship Review Subcommittee (histahamellon@unm.edu) regarding the progress of your experience. You will write a blog, and complete a final assessment report, which summarizes and evaluates the experience. Reports and blogs should describe how you integrated your graduate history training with the work experience.
3. All fellows must meet with the faculty advisors and the CDH Project Assistant at least three times—once before the internship begins to discuss expectations for the internship, once during the internship, and once at the end of the internship to summarize and evaluate your experience.
4. Students should arrange with the CDH Project Assistant for a committee member(s) to visit the project site for all internships located within a 60-mile radius of Albuquerque.
5. On completion of the Internship, all fellows must schedule a public presentation (at UNM or off-site) with the CDH Project Assistant.

Internship Change, Drop, or Termination

1. Students will be expected to complete the internship in accordance with the dates provided on their Internship application. Any changes to these dates need to be communicated to the CDH Internship Review Subcommittee (histahamellon@unm.edu) in writing as soon as possible after the date change is known to the fellow.
 - Prior to **20%** of the internship clock hours being completed, the CDH Advisory Committee may withhold 100% of Internship funding.
 - Once **20-70%** of the internship clock hours are complete, the CDH Advisory Committee may withhold 50% of internship funding. *The public presentation is still required.
 - Once **more than 70%** of the internship clock hours are complete, the CDH Advisory Committee will distribute 100% of internship funding. *The public presentation is still required.
2. Termination by the employer for cause or a student knowingly and materially misrepresenting the internship to the Department of History will result in the student being denied 100% of the internship funding, regardless of the percentage of the Internship completed.

APPLICATION FOR INTERNSHIP

Department of History
University of New Mexico

This application must be completed, with approval signatures, before a student can petition for an internship.

- Please read the "Guidelines" sheet carefully before completing this form.
- Submit completed application to the Career Diversity for Historians Office (MVH 2081) or bring to the Department of History if the office is closed.

Name _____ Student ID# _____

Total PhD Hours Completed _____ Hours in Process _____ Advanced to Candidacy : _____

Internship for: Fall ___ Spring ___ Summer ___ 20___

Academic Adviser _____

Full name and address of organization where you will be doing your internship:

City _____ State _____ Zip _____ Country _____

Work Supervisor _____ Phone # _____

Internship dates: From _____ To _____

Total number of clock hours you will put in on your Internship _____

Will the organization provide you with a stipend or an hourly wage? _____ If yes, what amount? _____

Check all **contexts** that apply to the Internship:

- Education (Public or Private)
 - Primary
 - Secondary
 - HigherEd
 - ContinuingEd
 - Other _____
- Non-Government Organization
- Non-Profit Agency
- Private Organization/Enterprise
- Public History
- Other

Check all **responsibilities** that apply:

- Curriculum Development
- Experiential Education
- Leading
- Planning
- Program Development
- Research
- Teaching
- Writing
- Other _____

Please answer the following questions in a separate document. Remember to attach the document to your final application.

1. Briefly describe the proposed internship. Include why it will be a new experience. (250 words max.)
2. What duties will you be performing during your internship and how are they related to your academic training? (250 words max.)
3. What courses or work experience have you have that will assist you in this internship? (250 words max.)
4. How will this internship experience integrate your previous academic employment experiences, with current learning experiences and your future career goals as a historian? (A CV/Resume must be attached to application) (250 words max.)
5. Explain how this work experience will foster the skills of communication, collaboration, digital/quantitative literacy, and intellectual self-confidence. (250 words max.)

Approval Signatures:

1. Faculty Adviser _____ Date _____
2. Department Chair _____ Date _____
3. Internship Supervisor _____ Date _____
4. Student _____ Date _____

It is my responsibility to find my Internship site and supervisor. The Department of History at the University of New Mexico did not assign me there. They may have helped me in considering an Internship site, but I ultimately decided that it was a reputable site in accordance with my professional career goals and historical interests.

Student Signature

Date

Career Diversity for Historians Office Only:

Date Application Received: _____ Date Sent to Committee for Approval: _____