Department of History & Philosophy
HIST 598 Graduate Internship Agreement

Internships allow students to get hands-on or real-world experience with an entity outside of academia. Internships are developed between a student and a supervisor in a sponsoring institution and should end with a defined project for résumés and portfolios. An internship begins with a memo of agreement established among the student, the external supervisor, and the supervising faculty member; this memo gives details about the internship, sets expectations and goals, and defines roles, materials used, and assessment plans.

Individual internships can range from 2 to 12 credits. Graduates may count only 1/3 of their minimum required credits as Seminar (500), Internship (598), or Independent Study (592) credits. After submitting this form to the department, the department administrator enrolls the student in HIST 598 for the approved number of credits. HIST 598 will appear in a student’s DegreeWorks account after this enrollment.

Students must enroll in HIST 598 during the same term in which they conduct their internship. If an internship overlaps two terms (e.g. an internship begins in late summer and ends mid-fall), the student chooses which single term they will enroll in HIST 598 for that internship. The department does not offer retroactive HIST 598 credits.

***Student Responsibilities***

* Discuss plans for internship with faculty advisor and internship supervisor
* Fill out Internship Agreement Form and attach memo of agreement
* Submit agreement to the Department of History & Philosophy in Wilson Hall 2-155
* Complete papers and projects as discussed by student, advisor, and supervisor

***Faculty Advisor Responsibilities***

* Assist student in completing Internship Agreement
* Establish requirements for internship. Examples include receiving copies of work produced, a log of activities, and/or final reports and student evaluations. Other requirements may involve meeting with the student and conducting site visits
* Consider the organization’s evaluation of student performance in assigning final grades
* Assign credits and final grades. Grade rosters will be in the main office at the end of each semester

***Organization Responsibilities***

* Establish requirements for internship and provide meaningful work assignments related to student’s field of study
* Meet with student to discuss internship progress
* Contact faculty advisor if issues occur
* Complete progress reports and submit them to the student’s faculty advisor if requested
* Submit an evaluation of student performance at the end of the internship

Internship Requirements

1. Students cannot complete internships at their current place of employment.
2. For each credit, students must complete 40 hours of internship work.
3. The maximum number of internship credits applicable to a degree is 12.
4. Acceptance of internships will be determined by the faculty advisor and the department. This includes determining the appropriateness of the internship for history credit.
5. It is at the discretion of the hiring organization whether the internship is paid or unpaid. Any payment will be organized and processed by the hiring organization.

**Graduate Internship Agreement:** ***Student Information***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Emergency Contact***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Organization Information***

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Signature Date

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Faculty Advisor Signature Date

**Memo**

1. **Educational goals and objectives of the experience**
2. **Specific expectations and duties of the internship duration (amount of effort, credits, stipend, responsibilities, etc.)**
3. **Credit requirement of the internship (daily logs, final reports, seminars, etc.)**
4. **Evaluation criteria and grading responsibilities of the university supervisor/advisor and agency supervisor**
5. **Date by when the student must have completed all requirements for the internship credits**