

## **Internship Guidelines—History 486**

This internship in public history is designed to provide Honours students with practical experience in public history careers. All Public History students must complete an internship, which will be arranged in consultation with the history department's public history coordinator (hereto referred to as the internship coordinator) and the internship host organization (hereto referred to as the host organization). Students must complete the following to receive course credit:

1. Work a minimum of 100 hours distributed over the course of the term on tasks/projects specified in a contract signed between the student and the internship-host supervisor
2. Keep a logbook of their activities
3. Submit a 20-25-page written report that summarizes and evaluates their work experience to the public history coordinator

### **I. Criteria**

- a. Students must have Honours standing within the department and have completed a minimum of 60 credits at Concordia, including History 306.
- b. The department strongly encourages paid internships but understands that some internships may be unpaid.
- c. Host organizations may be in the public, non-profit or private sectors. The organizations must have a demonstrated connection to the study and/or presentation of history.
- d. The host organizations are typically local, but students are permitted to find placements elsewhere in Canada or internationally. In the case of internships outside Montreal, students may choose to concentrate their work into a period shorter than a semester.
- e. A minimum of 100 hours is required for each internship, though a host organization may request up to 130 hours. Normally, students must complete these hours in the same semester they are enrolled in the internship.

### **II. The Internship Process**

- a. The host organization will determine the duties involved in each internship in consultation with the student and the internship coordinator. The organization then draws up a contract specifying these duties and forwards it to the

internship coordinator for approval. The contract should include a list of the activities and skills required by the internship. The contract must be signed by both parties.

- b. Students may obtain internship contract forms in the History Department office or from the departmental web site. Students must return the completed contracts to the internship coordinator before they register for the internship course. Students who fail to return the completed contract will not be allowed to register for the internship course.
- c. The student should meet with the internship coordinator two times during the course of the semester to discuss the progress of the internship. When possible, the coordinator will also conduct a site visit to the host organization.

### **III. Evaluation**

- a. Student interns must complete a 20–25-page paper, or equivalent work, assessing the internship experience. The paper should present a description and analysis of the student's duties and responsibilities during the internship. It should also evaluate both the positive and negative aspects of the work experience. Students should also reflect on how their internships have deepened or changed their understanding of public history. They are encouraged to draw on materials from past coursework and current research in assessing the internship. A portion of the paper may take the form of a work sample, such as a web site, museum script, field report or documentary. The paper should be turned in to the internship coordinator or the departmental secretary no later than the last day of the final examination period of the semester of enrolment. During the internship, each student should keep a daily log of activities.
- b. The host organization's internship supervisor will receive an evaluation form from the department, which will serve as one element in determining the student's grade for the course. The final grade will be determined by the internship coordinator, taking into account the assessment paper and the host organization's evaluation of the student.

### **IV. Guidelines**

The internship coordinator furnishes the following set of guidelines to organizations offering internships. This set of guidelines is provided so that both the student intern and the organization will have a clear understanding of what is expected from the internship:

- a. The internship must consist of a minimum of 100 hours, but normally does not exceed 130 hours, preferably during the academic semester in which the student is enrolled in the internship course. However, it is possible that this number of hours (or the number of hours required by the organization in excess of 100) may not be completed by the end of the semester. Such instances should normally come at the request of the host organization, but in cases where there is a compelling and

- serious reason such as illness, the student may request an extension of up to one semester in which to complete the internship.
- b. We ask that student interns and host organizations sign a contract stipulating clear work expectations and learning outcomes, and a schedule distributing the work hours (with the understanding that some flexibility is necessary). Please see the attached contract template.

**STUDENT INTERNSHIP CONTRACT**  
**HISTORY 486**  
**CONCORDIA UNIVERSITY**

\_\_\_\_\_ (intern) agrees to work for \_\_\_\_\_  
(supervisor) at

\_\_\_\_\_ (host organization) for a period from  
\_\_\_\_\_ to  
\_\_\_\_\_.

The intern agrees to perform the following functions at the host organization:

The supervisor will ensure that the intern develops skills and expertise in the following areas:

The internship must consist of a minimum of 100 hours, but normally does not exceed 130 hours, preferably during the academic semester in which the student is enrolled in the internship course. However, it is possible that this number of hours (or the number of hours required by the organization in excess of 100) may not be completed by the end of the semester. Such instances should normally come at the request of the host organization, but in cases where there is a compelling and serious reason such as illness, the student may request an extension of up to one semester in which to complete the internship.

I have read the internship policy and accept the conditions stated above.

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(Student)

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(Supervisor)

Approved by:

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(Internship Coordinator)

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Date