**WCU Department of History
Internship Policies and Procedures**
(Last revised 3-2020)

* An internship is a 3-6 credit, upper-level history or graduate course (HIS 450 and HIS 600) that may be taken during the fall or spring semester, or a summer or winter session.
* A 3-credit internship requires the student to perform assigned responsibilities at the affiliated internship site for no less than 135 hours. (This includes time on additional internship assignments turned in to the faculty supervisor). The student can determine with the host institution when, where, and how to complete those hours.
* Interns must be History majors or have a minor in History with at least 80 earned credits and a minimum 2.75 grade point average both overall and in History. We strongly suggest that students seeking an internship have also completed the undergraduate or graduate methods course (HIS 300 and HIS 500). The department chair may make exceptions in special cases.
* Interested students should contact the department internship coordinator, Professor Charles Hardy, Chardy@wcupa.edu, one semester prior to the semester in which they wish to intern.
* Students must provide the internship coordinator a sample of their best historical writing and a resume for submission to prospective affiliated sites.
* After reviewing these materials the coordinator will inform students if they qualify. Students denied an internship will receive reasons for the denial and suggestions for strengthening a future application.
* The internship coordinator and student will work together to decide where to seek a placement, with either the student or coordinator making the initial contact.
* Students may take up to, but no more than 12 internship credit hours

Cost: The undergraduate tuition for an internship in both the summer and winter sessions is the same as for other 3-credit courses: $1,134 for in-state and $2,520 for out-of-state students.

Drayer Fund Stipends: To enable those who cannot afford the cost, the Department of History offers internship stipends of up to $1,000 for a limited number of students, and $500 to students after completing their internship whose work the Department of History has deemed meritorious. Both are funded by the Dr. Robert E. Drayer Memorial Scholarship Fund. To apply for a stipend, send a letter to the internship coordinator, before the internship begins, explaining the following:

* The nature of the internship, including the tasks upon which you will work and the skills that you will learn and practice.
* How the internship prepares you for the career(s) and if applicable the educational opportunities that you are pursuing.
* Your financial need. Do you have student loans? Are you paying for all or part of your college education? Would taking the internship prevent you from undertaking employment? Will it place an additional financial burden on you or your parents?

Stipends go to the students who make the strongest case for funding, so include as much detail as possible.

Drayer award payments:

Once approved, Drayer awards are applied to your financial aid account. If you do not owe the university money, the funds will be sent to you as a refund check to your home address listed on myWCU or deposited into your checking account if you have set up a Direct Deposit.

Why take an internship for credit rather than as a volunteer?

* By taking the internship for credit you have the opportunity to work with a Department of History faculty advisor, who can help you get the most out of your internship experience, as well as the on-site supervisor.
* An internship for credit looks better on your resume and has more value with graduate programs and often with potential employers than a not-for-credit internship.

University Requirements:

* Students must obtain child abuse and criminal record clearances prior to the start of the internship.
* [“Step by Step Instructions to Apply for Clearances](https://www.wcupa.edu/education-socialwork/clearances.aspx)” are available online and from the department internship coordinator.
* Students with paid internships do *not* need clearances.

Student Responsibilities:

Working with a faculty internship advisor agreed upon by the student and department internship coordinator, the student, faculty advisor, and site supervisor will agree upon internship responsibilities and activities. These may change as the internship progresses. Requirements include:

* A log, daily or weekly, detailing activities completed during the internship. The faculty supervisor will use this log, submitted on a schedule, to determine the intern's performance and to suggest changes to the internship assignments and responsibilities.
* Consistent contact with the faculty internship supervisor, including agreement on any significant changes to internship activities or emerging problems.
* Arrangement of an on-site visit by the faculty supervisor
* A photograph of the student engaged in an internship activity and one paragraph summary of their internship experience for posting on the Department of History website.

Evaluation: The student's grade, determined by the faculty supervisor, will be based on:

* The on-site supervisor's written midterm and final review
* The student's internship report, describing and evaluating the internship experience
* A final project, based on the intern's work at the affiliated institution, agreed upon by the faculty supervisor and the student once the internship is underway
* The faculty supervisor's on-site visit
* Supporting documentation, which can include materials the intern has worked on for the host institution, promotional materials for exhibits or projects to which the intern contributed, and other evidence of accomplishments.

To learn more about internship placements, student experiences visit the [Internships](https://www.wcupa.edu/arts-humanities/history/internships.aspx) page on the Department of History website and speak with Professor Hardy, the department internship coordinator.