

WCU Department of History
Internship Policies and Procedures
(Last revised 7-17)

- An internship is a 3-6 credit, upper-level history course that may be taken during the fall or spring semester or a summer session.
- A 3-credit internship requires a student to perform assigned responsibilities at the cooperating internship site for no less than 120 hours. (This is the equivalent of an 8-hour day for each week of a 15-week academic semester). 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 2.5 grade point both overall and in History. (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 cooperating internship institutions.
- 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.

Cost: The tuition for an internship in both regular semesters and the summer is the same as for other

3-credit courses: \$1,134 for in-state and \$2,520 for out-of-state students.

Stipends: To enable those who cannot afford the cost, the Department of History offers paid internships of \$1,200 each 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 brief letter to the internship coordinator, before the internship begins, explaining your financial need and the nature of your internship.

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

- By taking the internship for credit the student has the opportunity to work with a department of history faculty member as well as an on-site supervisor. Your faculty internship supervisor faculty can help you get the most out of your internship experience.
- An internship for credit looks better on your resume and has more value with potential employers and graduate programs
- With a Drayer stipend a 3-credit internship is cost free for in-state students.

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

- A daily log 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 will be based on:

- The on-site supervisor's evaluation
- The student's internship report, describing and evaluating the internship experience
- A final project, based on the intern's work at the cooperating institution, agreed upon by the faculty supervisor and the student once the internship is underway
- The internship coordinator'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.