The History Department requires the completion of this form for all students enrolling in internships. The student must submit the following forms with all signatures, to the department administrative assistant before they will be accepted for enrollment.

An internship requires at least three (4) hours of work each week, for each credit taken (56 work hours per credit for entire semester). Students may take 1-4 credits (variable) for each internship experience.

Students may apply three credits of Directed Readings (HIST 6900) toward their degree; an additional three credits may be allowed (up to a maximum of six credits) with formal approval from both the student’s Committee Chair and Director of Graduate Studies.

Student Information:
Name: _____________________________________   Student A#: ____________________________
Email: _____________________________________ Date: ____________

Course Enrollment:

- HIST 6500 (Archiving Internships) _______ (2-4) credits
- HIST 6520 (Editing Internships) _______ (2) credits
- HIST 6540 (Museum Internship) _______ (2-4) credits
- HIST 6560 (Professional Internship) _______ (2-4) credits
- HIST 6580 (Teaching Internship) _______ (2) credits
- HIST 6900 (Directed Readings) _______ (1-3) credits

Academic Credit Information:
Academic Year _________ Weekly Hours ____________ Internship is: Paid _____ Unpaid _______

Internship Site Information:
Site/Project Name: ________________________________________________________________
Address: ______________________________________ Supervisor Title and Name: ___________________
Supervisor Signature: __________________________ Supervisor Email: _________________________

Required Signatures:
Student: ___________________________ Director of Graduate Studies: _______________________
Signature: ___________________________ Signature: ___________________________
Faculty Advisor: __________________________ Department Head: __________________________
Signature: ___________________________ Signature: ___________________________
Part II: Job Description and Learning Objectives

**Job Description**: Describe in detail the internship with emphasis on your role and responsibilities. Please also list the deadlines for the duties and projects that are to be completed.

**Learning Objectives**: What skills will your internship help you learn, and how will you acquire that knowledge/experience? Please describe the activities that will help you meet your learning objectives. Include any projects, research, writing and conversations, etc. How will the final product of your internship be evaluated?

Please attach any additional materials including site agreements or contracts