UNCC PUBLIC HISTORY INTERNSHIPS A Brief Guide

As a general rule of thumb, download the Internship Guidelines available on the History Department website under “Graduate Studies.” (Accessed through history.uncc.edu) You should also download the Internship Contract. Read them both before asking questions about what you need to complete an internship.

Use the Internship Checklist included in the Guidelines and follow directions. Steps to take:

1. Meet with the Director of Public History to discuss your professional and internship goals.
2. Identify an internship and project to be completed during that internship.
3. Write your proposal (including the projected outcome) and include a bibliography of sources that will be useful to the subject you will be working on.
4. Identify a faculty advisor whose research best fits the topic you are working with.
5. Have the internship contract signed by the person supervising you at the internship site as well as the faculty advisor and Director of Public History. The Director of Public History will maintain the original document. Provide copies fully executed copies to your faculty advisor and your internship supervisor. Keep a copy for yourself.
6. Contact the Director of Graduate Studies to register for the internship.
7. Keep a weekly journal of your work.

At the end of the internship:

1. Submit your weekly journal to your faculty advisor.

2. Write a 7-10 page summary of your internship and its relevance to your education and career choice. Turn in to faculty advisor and Director of Public History

3. Have your internship site supervisor write an evaluation of your work as an intern and submit it to the faculty advisor and Director of Public History

Your faculty advisor will submit your grade to the graduate coordinator.