History Internship Checklist

Before getting clearance to enroll in the History internship course, please complete and submit the following documents to the Internship Coordinator:

1. Internship Application
2. Memorandum of Understanding

Upon completion of your internship, the following documents need to be gathered and emailed to the Internship Coordinator at HISTintern@uwyo.edu. Materials are all due one week before the end of the semester.

1. Internship Hours log
2. Minimum 15 page paper detailing the tasks undertaken and accomplished, a summary of your experiences, description of how what you did fits in with the mission of the larger institution.
3. 5-8 page paper evaluating your experience: Were you prepared? Were goals met? Did your history courses prepare you for this experience? What did you learn? Evaluation the internship.
4. Copies of any written documentation produced by the students.
5. Photo of you doing internship work

If you would prefer to submit hard copies of your materials, you can send it to

Internship Coordinator
Department of History
Dept. 3198, 1000 E. University Avenue
Laramie, Wyoming
82071-2000

To receive a final grade for internship credit, all the above materials must be submitted in a timely manner. Mid-term and Final Assessments from internship supervisors are also required for full credit. It is your responsibility to remind your supervisor to email or mail their evaluations at the appropriate times of the semester.
Internship Application
Semester:_________

Name:____________________________________________________

First Initial Last

Local Address:_____________________________
Permanent Address:______________________________

Local Phone: ____________________  e-mail: ____________________

Total Earned Hours: _______  History GPA:_______ Overall GPA:_______

Internship Prerequisites
12 hours of history; completion of HIST 1210/1211 and 1220/1221, 1250/1251 and 4050, or advanced standing as a history major; consent of instructor, or graduate standing (underline only – do not list courses). Minimum 3.0 History GPA.

List history prerequisite courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Semester Taken</th>
<th>Grade Earned</th>
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</thead>
<tbody>
<tr>
<td>HIST</td>
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<td>HIST</td>
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Student (Intern) Objectives
Briefly, discuss your academic goals/objectives of this internship.

Note: Full credit in the course is contingent upon successful completion of the internship practicum as outlined in this application and memorandum of understanding.

Signatures
Student: ____________________________________________________  Date
Faculty Advisor/Sponsor: ______________________________________  Date
Memorandum of Understanding

University of Wyoming
Department of History
Dept. 3198, 1000 E. University Ave
Laramie, Wyoming 82071-2000
HISTintern@uwyo.edu

________________________________
has agreed to work as an intern with
(Name of Student)

______________________________________, and will be engaged in the following
(Name of Organization)

general assignments:

The period of the internship is from ________________ to ________________.
(Beginning date) (Ending Date)
The intern will be on-the-job _______ hours per week.
The work site address is: __________________________________

Phone number: (____)________________ Fax: (____)________________
e-mail: __________________________________________

Conditions of Internship
The intern supervisor will either email or mail midterm and final assessments to the Internship Coordinator.

Agency/Organization Requirements
Agency/organization will provide adequate supervision of intern. Minimum hour per week and term of internship will be as indicated above. The intern will comply with organization’s polices and procedures. The intern will fulfill the following specific conditions/responsibilities/tasks identified by the agency/organization:

Minimum hours per week and term of internship as indicated above.

Signatures
Student: ___________________________ Date
Faculty Advisor/Sponsor: ___________________________ Date
Department Head: ___________________________ Date
Intern Supervisor: ___________________________ Date
Intern Supervisor email: ___________________________ Phone: _______
**INTERNSHIP HOURS LOG**
**HIST 4400**
University of Wyoming – Department of History

Institution ________________________________

Intern ____________________ Semester:

Note your hours on this log with date and time (example 1/28/13 – 4/30/13)

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Worked</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>_____________</td>
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<tr>
<td>Week 2</td>
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<td>Week 3</td>
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<td>Week 13</td>
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<tr>
<td>Week 14</td>
<td>_____________</td>
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TOTAL HOURS ______

A minimum of 100 hours must be completed in order to get credit for HIST 4400.

Intern signature ___________________________ Date: ____________

Supervisor signature: ________________________ Date: ____________
**Midterm Assessment**

**Site Supervisor’s Report**

**Instructions**

INTERN SUPERVISOR: Please complete this sheet, then forward to the above address.

Due Date: _______________________

Intern’s Name:________________________________________

Intern Supervisor: ______________________________________

Name and Address of Agency/Organization: _____________________________

Please assess intern’s performance and progress at this point with special reference to his/her contribution to your organization’s purposes and programs. Please also make any additional comments, which you think would be helpful to the intern and the Department of History.

Please give your assessment of the intern regarding:

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<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<td></td>
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<tr>
<td>Understand of agency’s/organization’s goals</td>
<td></td>
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<tr>
<td>Overall competence</td>
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Supervisor Signature: ___________________________  Date
Final Assessment
Site Supervisor’s Report

Instructions
INTERN SUPERVISOR: Please complete this sheet, then email or mail to the above address.

Due Date: _______________________

Intern’s Name: ____________________________________________

Intern Supervisor: ________________________________________

Name and Address of Agency/Organization: ______________________
_________________________________________________________
_________________________________________________________

Please assess intern’s performance and progress at this point with special reference to his/her contribution to your organization’s purposes and programs. Please also make any additional comments, which you think would be helpful to the intern and the Department of History.

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Supervisor Signature: ___________________________ Date