

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: _____

University of Wyoming
Department of History
HISTintern@uwyo.edu

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:

	Course Number	Credit Hours	Semester Taken	Grade Earned
HIST				
HIST				
HIST				
HIST				

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 policies 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)

Date	Hours Worked
Week 1 _____	_____
Week 2 _____	_____
Week 3 _____	_____
Week 4 _____	_____
Week 5 _____	_____
Week 6 _____	_____
Week 7 _____	_____
Week 8 _____	_____
Week 9 _____	_____
Week 10 _____	_____
Week 11 _____	_____
Week 12 _____	_____
Week 13 _____	_____
Week 14 _____	_____
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**

**Return to: Internship Coordinator
UW Department of History
Dept. 3198, 1000 E. University Ave
Laramie, WY 82071-2000
HISTintern@uwyo.edu**

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:

	Excellent		Satisfactory	Unsatisfactory
Attendance & Punctuality				
Reliability				
Cooperation with co-workers				
Follows instructions of supervisor				
Understand of agency's/organization's goals				
Overall competence				

Supervisor Signature: _____

Date

**Final Assessment
Site Supervisor's Report**

**Return to: Internship Coordinator
HISTintern@uwyo.edu or**

**Internship Coordinator
UW Department of History
Dept. 3198, 1000 E. University Ave
Laramie, WY 82071-2000**

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.

Please give your assessment of the intern regarding:

	Excellent		Satisfactory	Unsatisfactory
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Cooperation with co-workers				
Follows instructions of supervisor				
Understand of agency's/organization's goals				
Overall competence				

Supervisor Signature: _____

Date