# 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, Melissa Hampton, at melissa.hampton@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

History Program Dept. 3198

1000 E. University Ave Laramie, WY 82071

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 History Program Dept. 3198 1000 E. University Ave Laramie, WY 82071**

**melissa.hampton@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; or consent of instructor, or graduate standing. (underline which prerequisite)

-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

**History Program**

**Dept. 3198**

**1000 E. University Ave Laramie, WY 82071**

**melissa.hampton@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 hours 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**

**University of Wyoming Department of History and American Studies**

**History Program**

**HIST 4400: Internship**

**Agency/Organization**

**Intern Semester:**

Note your hours on this log with date and time (example 01/28/13 – 04/30/13)

|  |  |  |
| --- | --- | --- |
|  | **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**

**melissa.hampton@uwyo.edu**

**Internship Coordinator**

**History Program**

**Dept. 3198**

**1000 E. University Ave Laramie, WY 82071**

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 their 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**

**melissa.hampton@uwyo.edu**

**Internship Coordinator**

**History Program**

**Dept. 3198**

**1000 E. University Ave Laramie, WY 82071**

Instructions

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

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Name and Address of Agency/Organization:

Please assess intern’s performance and progress at this point with special reference to their 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