

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.

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: _____

Intern's Name: _____

Intern Supervisor: _____

Name and Address of Agency/Organization: _____

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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 _____