INTERNSHIP HANDBOOK

Department of History
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WSU Department of History Internship Contract
Program Overview

This Handbook serves as a guide to host institutions interested in hiring Wayne State University (WSU) undergraduate History majors, Master’s in Public History (MAPH) students, or PhD students to work as interns, and to students interested in pursuing internships. Some host institutions ask their interns to work on a specific opportunity or issue; others provide students with a range of opportunities relevant to their profession. Students enrolled in HIS 4997 (undergraduate students) or HIS 7998 (graduate students) will earn credit toward their degree, and are required to work 45 hours per credit hour. Most students will complete a 135-hour internship over the course of a single semester (Fall, Winter, or Spring/Summer). The start and end dates of the internship should coincide with the start and end dates of the semester during which it will be completed.

Students will report both to a site supervisor within the host institution, and to a faculty supervisor at WSU. For undergraduate students, the faculty supervisor may be the Director of Undergraduate Studies or a faculty member in the Department of History whose expertise is relevant to the internship project(s). For graduate students, the faculty supervisor may be the Director of Graduate Studies or a faculty member affiliated with the MAPH whose expertise is relevant to the internship project(s).

In accordance with National Council on Public History Best Practices, the Department of History requires that internships engage students in professional-level work that employs their history training, strengthens their skills, encourages collaboration and teamwork, and enriches their understanding of how history is applied in practice. Such work should be performed under the supervision of experienced history professionals willing to share their knowledge and insights. Work performed by interns should supplement the existing staff of an institution, or provide assistance to institutions that do not have paid staffs. Interns may not be used to replace work normally done by a paid staff member, and they should not be engaged in fundraising activities such as calling potential donors or stuffing envelopes. The majority of an intern’s time should be dedicated to a project or projects that will provide the student with a tangible learning experience and at least one project that they can include on a resume or in a professional portfolio. If a student will earn course credit for the internship, we encourage, but do not require, host institutions to provide compensation commensurate with the qualifications required for a position. Any student who does not receive course credit for an internship must be paid for the work if the Department facilitates the internship.
Host Institution Benefits

- Offers a timely and cost-effective way to complete important organizational projects using a flexible resource that requires no long-term commitment.
- Brings new perspective and approaches to solving problems.
- Creates visibility for your organization at WSU, a potential source of future interns for your organization.
- Provides an opportunity to “test drive” smart, highly motivated, and well-trained individuals who could fit your future employment needs.

Intern Benefits

- Gains important work experience prior to completing degree.
- Explores career opportunities with a potential full-time host institution.
- Learns new skills and enhances professional resume.
- Begins to develop a network of professional colleagues.

Please note: The Department of History may terminate an internship if the student, the organization, or the Department believes that the student is making unsatisfactory progress and/or that the organization is not fulfilling its obligations. The intern, site supervisor, and faculty supervisor will address issues as they arise on a case-by-case basis.

For more information, please contact:

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Role and Responsibilities of Department of History

The WSU Department of History is committed to helping students and host institutions make every internship experience a success. Faculty and staff will facilitate internship placement, but it is incumbent on students to find internship opportunities. To this end, the Department will:

- Work with organizations to develop and/or review job descriptions, contracts, and offer letters.
- Assist host institutions in determining whether an undergraduate or graduate intern is best suited to their organizational needs.
- Post internship opportunities to solicit student interest.
- Help students locate internship openings and facilitate placement.
- Conduct a mid-term review of the intern in concert with the site supervisor to assess progress and make adjustments to help assure a good experience for the organization and the intern.
- Confer with the site supervisor and intern at the end of the internship to evaluate the experience.
- Solicit feedback on how the Department of History might improve the internship program from student and site supervisor.

Role and Responsibilities of Host Institutions

Host institutions are expected to:

- Provide interns with workspace, an appropriate supervisor, and work with a clear educational benefit.
- Submit a job description that clearly articulates duties, expectations, and the terms of employment, and clearly identifies the site supervisor. Interns should be offered the opportunity to complete a specific project or projects that contribute to the mission of the host institution. They should also be allowed to observe the organization’s operations beyond the area of their assignment to gain a broader view of how the host institution functions (e.g., shadow their supervisor at meetings with other units/departments).
- Supply the intern with a formal offer letter.
- Conduct a mid-term review of the intern in concert with the faculty supervisor to assess progress and make adjustments to help assure a good experience for the organization and the intern.
• Confer with the faculty supervisor and intern at the end of the internship to evaluate the experience and submit a written evaluation of the student's performance.
• At the student’s request, provide a letter of recommendation if the intern’s performance was satisfactory.

If your organization doesn’t regularly host interns, the section on “Resources for Host Institutions” in this handbook will guide you through developing an internship and writing a job description and offer letter.

Role and Responsibilities of Students

Most students who participate in the Department of History’s internship program do so while enrolled in 3 credits of HIS 4997 (undergraduates) or HIS 7998 (graduate students). Occasionally, with permission of the Director of Undergraduate Studies or Director of Graduate Studies, students may make other arrangements, such as 1- or 2-credit internships or paid internships not taken for course credit, but which were facilitated by the Department of History. In such instances, the procedures outlined below may be adapted to the circumstances of the internship in consultation with the Director of Undergraduate Studies (DUS) or Director of Graduate Studies (DGS) and/or the faculty supervisor.

Students are expected to:

• Work with a Department of History faculty supervisor and/or the DGS or DUS to identify internship opportunities. The Department will facilitate placement, but it is incumbent on the student to locate an internship. Learning to identify and apply for professional positions is an important aspect of the professional training internships are intended to provide.
• Develop learning outcomes for the internship. This a description of what they hope to learn and what kind of experience they hope to gain during the internship, together with a description of the relevant content knowledge, skills, and abilities they will bring to the internship. If the internship application requires a cover letter, students may include the information in that letter and provide a copy to the faculty supervisor; if the internship application does not require a cover letter, students should write up the information and provide it to both the faculty supervisor and site supervisor.
• Confer with WSU’s Office of International Students & Scholars (if applicable) to confirm that visa status allows student to hold the proposed internship.
• After setting up the internship, get permission from the DUS/DGS to register for the appropriate course (HIS 4997 for undergraduates and HIS 7998 for graduate students).
• Read, complete, and submit the WSU Department of History Internship Contract (found at the end of this handbook) and supporting materials.
• Complete work as outlined in the job description provided by the host institution.
• Behave professionally during the internship, which includes dressing appropriately for the work environment, arriving to work on time, and diligently completing the assigned tasks.
• Submit to faculty supervisor, in week six of the semester, a two-page mid-term update on the internship that assesses progress toward student learning outcomes and on the project(s) outlined in the job description.
• Confer with the site supervisor and faculty supervisor for a mid-term review to assess progress.
• Confer with the site supervisor and faculty supervisor at the end of the internship to evaluate the experience.
• Submit to faculty supervisor, at the conclusion of the internship, a ten-page report that summarizes and evaluates the internship experience. In the report, undergraduate students should discuss the mission of the host institution, describe in detail the work completed during the internship, and assess the internship as an educational experience. Graduate students should, additionally, place their work at the internship within the current literature and debates in the relevant field. The student's final grade (S/U) will be based on the organization’s evaluation and the student's final report.
• Students are encouraged to present a talk on their internship to faculty and students in the Department of History. The DGS/DUS and/or faculty supervisor will assist in arranging the talk.
Resources for Host Institutions

Key Elements of a Successful Internship

1. The internship has a defined beginning and end, a job description with desired qualifications, and clearly defined learning objectives/goals related to the professional goals of the student’s academic training.

2. The scope of work defines an educational benefit that allows students to apply knowledge gained through coursework in a professional setting. The skills or knowledge learned are transferable to other employment settings.

3. The intern works under the supervision of a professional with expertise and education related to internship project. The site supervisor clearly defines the goals and deliverables, offers guidance for the project, schedules regular meetings to stay up-to-date with the progress, provides feedback throughout the internship and facilitates networking for the intern within the organization to obtain needed support for the project and to learn about the company and its working environment. The best person in this role is someone who enjoys mentoring.

4. The organization is prepared for the intern to become an intern for the internship duration. Make sure the intern feels welcome and is set up for success:
   • Provide logistical information for the first day: directions for parking, guidance on appropriate attire, identify who the intern will meet on the first day and where they will meet, etc.
   • Make sure all key interns (HR, IT, Project Manager, Mentor, etc.) know that an intern is coming, as well as the start date and duration of the internship.
   • Provide the intern with supplies and equipment necessary to complete the tasks outlined in the job description.

5. End the internship as positively as you’ve started it. Some suggestions:
   • Provide an opportunity for the intern to present his or her findings to organization leadership.
   • Schedule time to allow the intern to turn over the project results and any further action items needed.
   • Provide the intern formal feedback at the end of the internship, and if asked, provide a letter of recommendation if your intern’s work was satisfactory.
Internship Checklist for Host institutions

☐ Identify an individual within your organization who will take ownership of making the internship successful for the organization and for the intern. Individual should:
- Enjoy mentoring.
- Have the time available to develop a meaningful experience.
- Have organizational support and respect.
- Be comfortable providing constructive feedback.

☐ Clarify organizational commitment:
- Develop budget to support intern(s) for the duration of the internship.
- Identify appropriate projects.
- Determine company goals for the internship and clearly define what the company would like the intern to learn and experience throughout the internship and identify activities that will accomplish these goals.

☐ Prepare job description/project scope by defining:
- Task to be completed.
- Timelines and deliverables.
- Reporting relationships and expectations for supervision.
- Orientation and training (if needed).
- Desired skills and experience.

☐ Provide job description to WSU Department of History:
- Department of History representatives will be happy to review your project and help you define your needs.
- The Department of History will circulate your description to interested students.

☐ Select intern:
- Identify intern, make offer, and determine start and completion dates.
- Provide offer letter to student and to Department of History formalizing expectations, salary (if position is paid), start and completion dates, and how hours will be apportioned (e.g., if your intern will complete 135 hours of work, will the intern do so over the course of one month, or over the course of several months? How much flexibility will the intern have when scheduling hours?).

☐ Finalize logistics:
- Identify workspace for intern.
- Coordinate availability of necessary technology tools for intern
- Define orientation activities.
- Determine exit interview procedures.
**Information to Include in Job Description**

1. Internship Title
2. Organization Description: Brief information about the organization and department that is hiring the intern.
3. Internship/Project Description: Include an overview and objective of the project(s) the intern will be performing. It can include the broad function and scope of the internship, how the project will impact the organization and any specific expectations of the internship. You might also include any knowledge and skills the intern will acquire by completing the internship. Include the length of the internship (number of weeks) and hours per week the intern is expected to work. In most cases, students will work 135 hours over the course of a single semester, and the start and end dates of the internship will be coincident with the start and end dates of the semester.
4. Duties/Responsibilities: A breakdown and list of the principal duties and responsibilities expected of the intern to complete the project(s). If there is specific research or analysis that needs to be done, it should be included in this section. Duties can be listed in order of importance.
5. Qualifications/Skills Required (or desired): Document any specific qualifications or skills required to perform the internship.

**Information to Include in Offer Letter**

Specific details of the offer, including:

1. Number of hours intern is expected to work per week
2. Internship start date
3. Internship end date
4. Salary (if position is paid)
5. Location
6. Supervisor
7. Acceptance deadline
WSU Department of History Internship Contract

Student name:

Date(s) of internship:

Host Institution:

Site Supervisor (name, phone, email):

Faculty Supervisor (name, email):

Are you enrolled in HIS 4997/7998 for 3 credits? YES NO
(If you answered no, please explain the arrangements of your exception on an additional page.)

I understand that it is my responsibility to:

- Identify internships opportunities, secure an internship, and identify a faculty supervisor
- Confer with WSU’s Office of International Students & Scholars (if applicable) to confirm that my visa status allows me to work at the proposed internship
- Write learning outcomes for the internship and detail how my current knowledge and skills are relevant to the internship (please submit a copy with this form)
- Complete my responsibilities as outlined in the job description and offer letter provided by the host institution (please submit copies with this form)
- Behave professionally during my internship
- Submit a two-page mid-term update as outlined in the WSU Department of History Internship Handbook
- Confer with my site supervisor and faculty supervisor for a mid-term review to assess my progress
- Confer with my site supervisor and faculty advisor at the end of the internship to evaluate the experience
- Submit a ten-page report at the conclusion of my internship, as outlined in the WSU Department of History Internship Handbook

I understand that I may sustain personal injury, property damage, or other losses while I am present at the internship site, commuting to or from the site or otherwise in connection with participation in the Department of History internship program. I hereby release and hold harmless Wayne State University, its Board of Governors, Graduate School, faculty, staff, employees and agents from any claim or liability for any such losses due to any cause whatsoever, including, but not limited to, negligence.

______________________________  _______________________
Student Name (please print)     Date

______________________________
Student Signature

______________________________  _______________________
Faculty Supervisor Name (please print)     Date

______________________________
Faculty Supervisor Signature