



## **GUIDELINES FOR PUBLIC/ORAL HISTORY INTERNSHIP**

The Department of History has a number of internship opportunities for its majors interested in pursuing a career in Public and/or Oral history designed to provide students with hands on experience in public/oral history careers.

### **I. Criteria**

- A. The internship must be of a responsible nature and relate directly to the Department's program.
- B. Students must have a 3.0 GPA in the major and overall college work and must have junior or senior standing. Students must also have completed a minimum of 45 units as a history major, and have completed all of the required lower division core courses.
- C. Internships may be paid or unpaid.
- D. Internship agencies may be in the public or private sectors.
- E. Students graduating in History Track C are required to complete one internship (4 credits). Track C students selected for the honors option should see the Internship Coordinator for additional requirements. All History students may apply one internship (4 credits) toward their major and may complete one additional internship as an elective. No student may enroll in more than 2 internships for credit.
- F. Students must be acceptable to the organization.
- G. A minimum of 120 hours is required for each 4 credit internship, though an organization may request up to 200 hours. Normally, interns must complete these hours during the quarter in which the student enrolls in the internship.
- H. In unique circumstances, and with prior permission of the Internship Coordinator, students may generate their own internship sites. The Internship Coordinator will be responsible for final approval of the site.

### **II. The Internship Process**

- A. Students must complete the "Internship Application" form, and request that a faculty member complete a "Faculty Recommendation" form in order to be considered for the Internship Program. Please turn these forms into the Internship Coordinator for consideration.

- B. Once students have submitted their application and have been accepted to the program, students may obtain an internship contract from the Department of History Office, the Internship Coordinator, or from the Departmental web site. Students must return the completed contracts to the Internship Coordinator **before** they may register for the internship course (History 575). Students who fail to return the completed contract will not be allowed to register for the internship course.

### III. Evaluation

- A. PAPER (20%): Interns are expected to write a 6 page paper reviewing a finished product that has been created by a professional working in the field in which the student is conducting the internship. This finished product may be an exhibit, a journal article, an oral history, etc. Please see CSUSB Internship Coordinator for details.
- B. DAILY LOG (20%): Student interns must keep a daily log of internship hours and activities. Internship Coordinator may request to see this log at any point during the internship.
- C. INTERNSHIP EVALUATION (20%): Throughout the quarter, the host organization internship supervisor will receive evaluation forms, which, when completed and returned, serve as one element in determining whether or not the student receives credit for the internship course. If the student receives an unsatisfactory evaluation from his or her internship supervisor, the student will not receive credit for the course.
- D. CLASS MEETINGS/EXIT INTERVIEW (20%): Interns must attend four pre-scheduled class meetings throughout the quarter in which they are engaged in their internship, as well as an exit interview with the CSUSB Internship Coordinator.
- E. FINAL REPORT (20%): Student interns must complete a paper assessing the internship experience. The assessment experience paper should present a description and analysis of the duties and responsibilities the student experienced during the internship. The paper should also evaluate the internship experience. The paper should be turned in to the Internship Coordinator during the Exit Interview.
- F. PROFESSIONAL CONDUCT: Students are expected to uphold the highest levels of professional conduct while carrying out any duties related to the internship, and particularly while working at the internship site. Professionalism will be a factor in determining grade for all sections, particularly "Internship Evaluation" and during the "Exit Interview." During the course of the internship, students may encounter sensitive or confidential information. Students are expected to treat such information confidentially and not discuss it with others. If an intern breaches confidentiality, they will not receive credit for the course and will be disciplined under the university Student Discipline Code found in the university catalog.