

GENERAL GUIDELINES  
FOR HISTORY 493, INTERNSHIP IN HISTORY  
(Updated in July, 2013)

This course enables a student to earn a maximum of three credit hours for a faculty-supervised internship directly related to the study of history or to the collection and preservation of historical documents and artifacts. All internships must satisfy the following requirements and conditions.

**Sponsorship of Internship**

The work of the organization or institution sponsoring the internship must be meaningfully connected to the study of history. It is the student's responsibility to find his or her own internship.

**Faculty Adviser**

The faculty adviser must be a member of the Department of History. The student is responsible for finding a faculty adviser who will work with the student. The Internship Coordinator in the Department of History can suggest possible faculty members who might be interested in serving as an adviser, but it is the student's responsibility to identify a faculty adviser for the course.

**Internship Hours**

To receive three credit hours, interns must work a minimum of eight hours per week, for a total minimum of one hundred hours per semester, at the internship site. The requirement also applies to summer internships.

**Research or Project Paper**

A high-quality research or project paper on a topic related to the internship is required. The length of the paper, the date due, and the topic are to be determined by the faculty adviser and the intern. To receive three credit hours, interns should write a paper of at least fifteen pages in length.

**Prior Approval of Internship**

A student may not receive credit for any internship unless the student obtains approval from the Internship Coordinator for the History Department, Dr. Matthew Andrews ([andrewsm@email.unc.edu](mailto:andrewsm@email.unc.edu)), and from the Director of Undergraduate Studies for the History Department before the internship begins. Students are strongly urged to consult with the Internship Coordinator well before submitting a completed proposal form for History 493. **The student must submit the proposal form for official approval by the Internship Coordinator and the DUS before the first day of classes in the semester in which the student will take History 493.** Both the student and the faculty adviser must sign the form before the student submits it. The form has further details about the requirements for History 493 and is available below on this website.