**INTERNSHIP IN HISTORY**

**Department or Curriculum Name: History**

**Course #: 493 Credit Hours: 3**

Section to be completed by Student

**INFORMATION ABOUT FACULTY SUPERVISOR:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty members are restricted to no more than two students per semester or summer session.

**INTERNSHIP PROPOSAL:** Please attach a description of the research or project paper on a topic related to the internship. This proposal should be authored by the student, but only after consultation with the faculty supervisor. The proposal should include:

1. a paragraph describing the paper and its relationship to the internship;
2. a bibliography for the paper;
3. a timetable for completing the work;
4. a description of the basis for assigning a grade for this course. To receive three credit hours, an intern should write an essay at least fifteen pages in length;
5. a schedule of meeting times with the faculty supervisor.

In addition, please attach a copy of the internship contract from the sponsoring organization. This contract should specify the number of hours per week and the total number of hours that the internship entails. For three hours of academic credit, the internship should require, at minimum, eight hours per week for a total of 100 hours for the semester or summer session at the internship site. (Note: if the internship does not require such a contract, an official letter from the internship site supervisor can suffice). By the end of the semester or summer session, the sponsoring organization must provide written certification that the student has worked at least 100 hours.

☐ I am attaching a proposal containing ALL these required elements.

Section to be completed by Student and Faculty

**APPLICANT INFORMATION:**

Student Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hours Sought: \_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: SENIOR ☐ JUNIOR ☐ SOPHOMORE ☐ FIRST YEAR ☐

Semester Requested: FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II ☐ YEAR \_\_\_\_

Current GPA: CUMULATIVE \_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR \_\_\_\_\_\_\_\_\_\_

**FACULTY SUPERVISOR AND STUDENT RESPONSIBILITIES:**

I have read the requirements expected of the faculty supervisor, agree to undertake these responsibilities, and will abide by the Honor Code’s responsibilities of faculty.

Faculty Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code’s responsibilities of students.

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* INTERNSHIP COORDINATOR:**

This application for Internship has been reviewed. The proposal is

☐ APPROVED AS IS

☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)

☐ NOT APPROVED (provide rationale) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School/Department/Program Independent Study Coordinator Date

**\*** If the Internship Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies (DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must also approve this contract.

**\*\* CHAIR OR DIRECTOR OF UNDERGRADUATE STUDIES (whichever is applicable):**

This application for Internship has been reviewed. The proposal is

☐ APPROVED AS IS

☐ REQUIRES MORE INFORMATION (provide details and return to instructor and student)

☐ NOT APPROVED (provide rationale)

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Chair/Director of Undergraduate Studies/Faculty Designee/SAD Date

**\*\*** If the Chair is the student’s Internship supervisor, this form must be signed by the Chair’s Senior Associate Dean (SAD).

Note: Departments/Curricula must maintain copies of this contract for a minimum of two years.

Student, Faculty and Administrative signatures