Public History Internship  
HIST 6486 / 2019 Fall Semester  

Instructor:  
Margaret (Keri) Adams, M.A.  

Office Location:  
012B, Center for Public History, Ingram Library  

Office Hours:  
Wednesday and Friday 9:00-11:00 (online) or by appointment for office or online  

Phone:  
678-839-5275 (office), 678-839-6141 (Center)  

Email (best method of contact):  
madams@westga.edu  

READ THIS FIRST:  
By remaining in this class, you have agreed to and accepted all requirements, expectations, and rules outlined in this syllabus. Please read this document carefully and refer to it often. The instructor reserves the right to modify the course syllabus during the semester. Students will be informed of any such modifications.  

Office Hours  
My office hours are Wednesdays and Fridays 9:00-11:00 online only or by appointment for office or online. Request a meeting by emailing me at madams@westga.edu. I do not check CourseDen email often. My office is located in 12B inside the Center for Public History on the ground floor of Ingram Library. Online office hours are held through CourseDen General Chat and Personal Chat (see the Communication menu), Google Hangouts accessed through your UWG Gmail, and through UWG Gmail. Grades may only be communicated through the CourseDen Gradebook or Assignment Dropbox (feedback from instructor) or a face-to-face conversation (comprehensive discussion).  

Description of Course  
Public History Internships provide an opportunity for students to apply knowledge gained through their graduate academic training in history and public history to a meaningful, practical work experience under the mentorship of experienced and knowledgeable public history professionals. No two internships are exactly alike; all internships should be designed to balance the needs of the student with the partnering sponsor, while satisfying the UWG internship requirements.  

Public History Internships are open to all graduate students in history and, upon approval, to graduate students in fields related to history, such as Social Studies Education. The learning experience will vary, depending on the background the student brings to the position. Students who are not in the public history concentration may consider these internships an opportunity to learn more about the field and to consider whether they would like to pursue this type of career.  

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opportunity. Social studies education students may discover ways they can work with public history institutions to more effectively educate their students.

Public History Internships are required for all students completing a concentration in public history in the history M.A. graduate program, a graduate Public History Internship, or the graduate Museum Studies Certificate. Internships are a critical component of public history training. Students completing the thesis/project option may elect to use their internship to accomplish much of the “project” component of this graduation requirement. Please see the Graduate Handbook for details on the thesis/project option and discuss with the UWG faculty advisor if you are interested in pursuing this type of internship opportunity, as there are special issues to consider in advance.

Internships require students to complete 150 hours of work experience for three hours of graduate course credit. Some internships may offer compensation, but that is the discretion of the sponsoring organization. The primary goal of the internship is to offer an educational opportunity for the student that meets the rigorous requirements established for all graduate-level coursework.

Sponsoring organizations may include museums, historic preservation agencies, historical societies, archives, state humanities councils, state and regional parks, the National Park Service, and other government and private agencies and community-based organizations which document, present, and interpret history to the public. The UWG campus has several potential internship partners, including the Center for Public History, UWG Special Collections, and Waring Archaeology Lab. A list of some of the past and present internship sites for UWG students is available on the Public History internship webpage, but students may also select another organization of interest to them, as long as it is a public history organization. The principle requirement for any potential internship site is that the organization has a professional public historian available to direct the student’s internship experience.

**Educational objectives of the public history internship**

1. **To gain knowledge about the practice of public history in a professional work setting.** Students will be able to identify the various types of positions in public history, the work and academic experience needed for these positions, and the types of tasks that these positions perform. Students will also be able to identify some of the ethical and practical challenges and opportunities in the field in which they are interning. Students will reflect on how their training in history and public history in the classroom applies to and connects with the practice of public history in the field.

2. **To develop and strengthen skills in public history.** Students will engage in at least one major project and several smaller projects, tasks, or ongoing activities for the sponsoring organization that will utilize and develop skills in public history according to a written contract with the sponsoring organization. In addition, most internships will require collaboration and teamwork, important skills in the practice of public history. The type of project and skills will vary depending on the type of institution where the student works, so students should choose

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their internship location carefully. These skills will be useful as work experience when building a resume for a public history or history career, including teaching.

3. **To gain insights into the public history profession and practice through mentorship and networking with the internship sponsor, sponsoring organization, and other public history practitioners.** Internships provide an excellent opportunity to gain knowledge and insight about the practice of public history from the sponsoring organization and other professionals involved in the internship experience. In addition, students will have occasion to build their networks in the public history profession by meeting and interacting with a wide range of practitioners.

**Requirements**
Students that do not submit or participate in the following requirements risk earning a grade of “F” for the course. The successfulness of the internship cannot be judged without the completion of the following requirements.

**Professional expectations**
Internship sponsors view an intern as they would one of their own employees. Interns should return the respect of their employer and consider an internship a job experience. They are expected to abide by the policies and requirements of the sponsoring organization, to report to work as determined by the Internship Contract, to complete the work assigned to them to according to the schedule agreed upon in the Internship Contract, and to act professionally and collegially at all times.

Interns represent the University of West Georgia and their conduct reflects upon the university, the history department, and the public history program. Student success ensures that opportunities may be available to students from our school in the future. After an unsuccessful internship, the sponsor may choose not to accept another student intern from this institution again. We expect every student to be a good ambassador for the University of West Georgia.

Students who act unprofessionally may be removed from their internship at the discretion of the internship sponsor and/or the faculty advisor and may receive an “F” grade, depending on the severity of their conduct.

**Communication**
Communicate with the UWG faculty advisor when there are problems, to ask questions, or for assistance or guidance on the internship projects. Internships are most successful with there is regular communication with the faculty advisor. Much of this communication will occur weekly through Course Den. However, students are also encouraged to arrange times to meet and discuss any internship questions or issues with the faculty advisor. Faculty advisors are available to help guide students, as needed, and to help them in whatever way they can. Also, if there are any problems with the internship sponsor, students are expected to contact the faculty advisor as soon as possible so that s/he can resolve these issues quickly to ensure a productive internship experience for the student.

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Internship Contract
Once the sponsoring institution has been determined, the student must ensure that the Internship Contract is completed. The Internship Contract is an opportunity for the intern, the sponsoring organization, and the UWG faculty advisor to establish clear and specific guidelines for the internship. Interns must ensure that all required information is included on the Contract.

It is the responsibility of the intern to share the work contract with the sponsoring agency; to discuss his or her educational goals in the internship; and to develop, with the internship sponsor, the specific conditions of the internship. The intern should also share the “Guidelines and Information for Graduate Internship Sponsors” with the internship sponsor (available online) to familiarize them with the internship requirements at UWG.

The Internship Contract must be completed as fully as possible. Please include the specific work requirements the student will complete, required dates for completing this work, and the student’s weekly work schedule. Also, be sure to record sufficient contact information for the internship supervisor, including email and phone number, so that s/he can be easily contacted when necessary.

The internship contract should be submitted to the UWG public history advisor before the internship begins but no later than the completion of twenty (20) hours of the internship experience. If the intern is unable to negotiate this contract with the sponsor by that time, s/he must contact the UWG faculty advisor for assistance.

When the internship contract is submitted to the UWG faculty sponsor, s/he will sign it, put in the intern’s file, and return signed copies to the intern and the internship sponsor.

Hours at Institution
Complete 150 hours of work experience. These hours include any activities related to the internship, including writing the internship journal, participating in on-line discussion with fellow interns, meeting with the UWG faculty sponsor, attending required meetings with other interns, preparing the internship evaluations and final portfolio, completing any required readings or research for projects, and any other work-related tasks defined in the Contract. All hours must be completed by the last class day of the class for the semester in which the student has enrolled. Please note that failure to complete and document 150 hours of internship work experience will result in an “F” grade for the class.

Midterm Evaluation
Complete a written midterm evaluation, using the form provided by the UWG faculty advisor. For the fifteen-week fall and spring semesters, students will submit the midterm evaluation by the eighth week of class. For the summer semester, students will submit the mid-term evaluation when they have completed half (75) of the internship hours.

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**Onsite Meeting with Instructor & Supervisor**
Participate in a meeting with the internship sponsor and faculty advisor. All students will schedule a meeting for the faculty advisor to come to the internship site and meet there with the internship sponsor and faculty advisor to discuss the intern’s work.

**End of Semester Meeting**
Attend a meeting with all interns at the end of the semester. All students will meet at the end of the semester to share their experiences. The faculty advisor will schedule a date for this meeting at the beginning of the semester, and all students must attend. This meeting will be virtual (video chat) with an in-person attendance option.

**Assignments**
The assignments listed below comprise the student’s calculated grade, which is posted in the CourseDen Gradebook. The final grade is determined by considering the comments from the supervisor in the evaluation forms and the two meetings with the intern, as well as the quality of the intern’s work (95% of the total calculated grade). See the Evaluations and Grades section (below) of the syllabus for more information.

**Submission or Completion of Course Requirements (5% of calculated grade*)**
1. Internship Contract
2. Midterm Evaluation
3. On-site Meeting
4. Final Evaluation
5. End of Semester Meeting

*This 5% grade (1% for each assignment) indicates that the requirements have been met. The outcome of each requirement contributes to the final grade—not the calculated grade.

**Daily Journal (35% of calculated grade)**
Keep a daily journal documenting their internship experience. Students will write a journal entry for each day worked and record the specific hours worked, the types of work performed, and the student’s reflections regarding the experience that day and how that experience relates to the practice of public history.

All journals must be submitted in CourseDen Assignments no later than Saturday at 11:59 pm. Students may compile their daily activities into a weekly post. There will be a total of 15 to 19 internship weeks depending on the schedule of each student. Comments will be provided by the UWG public history advisor. Failure to submit your journals in a timely manner may lower your final course grade.

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Take photos or ask your colleague or your supervisor to take photos of you at work—with permission from your supervisor. These photos will be included in your final essay and portfolio.

**Weekly Discussions (20% of calculated grade)**

Participate in weekly online discussion about the internship assignment through Course Den. To encourage greater discussion among interns and the faculty advisor, each student will post at least two comments each week on Course Den. This communication network will allow students to share their experiences and to reflect on how it connects to their coursework and to issues of public history theory and practice.

These comments can be made in several ways. First, students may open a new discussion topic/thread among their classmates. Second, students can respond to a comment made by another student. Third, students can respond to a new discussion topic or question posed by the faculty member.

Weekly Discussion topics are open every Sunday at 12:01 am. Students should post their own response in a new thread no later than Tuesday at 11:59 pm and a reply to another students thread or comment no later than Saturday at 11:59 pm. Students are encouraged to submit comments before the deadline. Discussions in Weekly Discussions topics may continue indefinitely, though students are required to start new threads and comments on each week’s topic. There will be a total of 15 discussion topics.

**Portfolio (40% of calculated grade)**

1. Reflective Essay: The centerpiece of the portfolio is an essay reflecting on the student’s internship experience, using the questions provided for the final evaluation. The essay serves as the foundation of additions to or creation of the Portfolio. Further instructions will be provided by the instructor.

2. Creating the portfolio: Students may add to an existing portfolio with approval from the instructor. Otherwise, students should create a professional digital portfolio using Wix.com, Weebly.com, or Wordpress.com. At a minimum, the portfolio should include the following:
   a. Professional biography
   b. Three (3) menus to highlight various fields of work or categories (curatorial, oral histories, research, etc.)
   c. Categorized projects listed on Internship Contract, to include:
      i. Description of work and how it contributes to the institution or larger project
      ii. Images of you at work (5-10)
      iii. Images or examples of your completed work

**CourseDen**

Assignments submissions for this course are online based through CourseDen. All students are expected to adhere to Virginia Shea’s *The Core Rules of Netiquette*, in particular Rule 2: Adhere to the

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same standards of behavior online that you follow in real life, when interacting on Courseden or through email. The instructor regularly posts course material and announcements on CourseDen as well. It is each student’s responsibility to stay-in-the-know by checking our course page. Please contact online@westga.edu for assistance or problems using CourseDen.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Where to turn in</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Weekly Discussion available on Sunday at 12:01 am</td>
<td>Available in Discussions</td>
<td></td>
</tr>
<tr>
<td>2 Weekly Discussion thread</td>
<td>Discussions (new topic for each week)</td>
<td>no later than Tuesday at 11:59 pm</td>
</tr>
<tr>
<td>3 Weekly Discussion reply or comment</td>
<td>Discussions (new topic for each week)</td>
<td>no later than Saturday at 11:59 pm</td>
</tr>
<tr>
<td>4 Daily Journal</td>
<td>Assignments</td>
<td>no later than Saturday at 11:59 pm</td>
</tr>
<tr>
<td>5 Internship Contract</td>
<td>Assignments</td>
<td>within 20 hours at internship</td>
</tr>
<tr>
<td>6 Midterm Evaluation</td>
<td>Email from supervisor</td>
<td>at the completion of 75 hours at internship</td>
</tr>
<tr>
<td>7 On-site Meeting</td>
<td>n/a</td>
<td>between 75-100 hours at internship</td>
</tr>
<tr>
<td>8 Final Evaluation</td>
<td>Email from supervisor</td>
<td>after 20 hours remaining at internship</td>
</tr>
<tr>
<td>9 End of Semester Meeting</td>
<td>n/a</td>
<td>December 6 at TBD</td>
</tr>
<tr>
<td>10 Portfolio with Essay</td>
<td>Assignments</td>
<td>no later than December 11 at 11:59 pm</td>
</tr>
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**Evaluation and grades**

All students will receive a letter grade for the internship. Students must complete 150 hours of work for the internship and document that work through the internship journal submitted weekly on Courseden and with the final portfolio. Failure to complete the required hours will automatically result in an “F” grade in the internship course. If there are specific reasons why the internship hours could not be completed, students may request an “incomplete” grade as long as the justification for the incomplete fits the UWG policy for incompletes and it is agreement with the sponsoring institution. In such cases, students will be allowed to complete the internship in the following semester.

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The grades will be assigned based on the following factors:

1. The student’s understanding and knowledge of the field of public history, as demonstrated in:
   a. the quality of the student’s weekly Course Den postings,
   b. the weekly journal posted to Course Den,
   c. meetings and personal discussions with the faculty sponsor,
   d. the midterm evaluation
   e. the final internship essay in the portfolio
   f. the faculty advisor's communication with the internship sponsor
2. The student’s development of public history skills, as demonstrated in:
   a. the assignments and essay in the internship portfolio
   b. the mid-term and final evaluations of the student’s work by the internship sponsor
   c. the faculty advisor’s observations of the student’s internship work
3. The student’s ability to perform work collaboratively and collegially in a work setting, as demonstrated in:
   a. the internship sponsor’s midterm and faculty evaluations
   b. the faculty member’s observations of the students work
   c. the student’s midterm evaluation and final essay

**Honor Expectations & Academic Honesty**

Students are expected to submit written work that is their original work and not plagiarized – both in class and online. Plagiarism means using the ideas or writings of another as one's own. Plagiarism is an ethical violation, as well as a violation of trust between faculty and student. Confirmed plagiarizers will be reported the History Department Chair, as well as the Office of the Provost and Academic Affairs, and may be ejected from this course or the university, in some cases. For more information about academic honesty, refer to the “Honor Code” in the UWG Connection and Student Handbook at this website [http://www.westga.edu/handbook/](http://www.westga.edu/handbook/). Students should reference the Chicago Manual of Style (online or book, helpful link) and the most recent edition of Kate Turabian’s *A Manual for Writers* (online or book) to learn how to properly cite any sources and format any papers for this course. When in doubt – cite!

**Academic Support**

The following university provided services are available to all students, though limitations or requirements may apply. Some of these services are accessible through Courseden.

**Center for Academic Success (CAS)**

The Center for Academic Success (CAS) offers academic coaching to students who are looking to improve their academic and college transitional skills. These skills include but are not limited to: study strategies, time management, organization, goal setting, and note-taking. Find out more on their website or by contacting them at 678-839-6280 or cas@westga.edu. The CAS is located in Room 200 of the University Community Center (UCC).

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**Writing Center (UWC)**
The University Writing Center provides faculty and graduate tutors to assist students with any aspect of the writing process. Students from all disciplines and at any level are welcome. You must make an appointment for a tutorial before your assignment is due -- 678-839-6513 or writing@westga.edu. The UWC’s website has several useful resources for reading, writing, and citing.

**Accessibility Services (AS)**
Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services at counseling@westga.edu or (678) 839-6428. Please visit their website for more information: www.westga.edu/counseling/4486.php. Per university policy, SARs are the student’s responsibility and must be presented in timely receipt of the SAR in addition to the student scheduling and attending a face-to-face meeting with their instructor – failure to complete these tasks results in a voided SAR.

**Student Health, Wellness, & Crisis Support**

**Diversity & Inclusion at UWG**
“The value of inclusiveness is evident in our commitment to celebrating our diversity, our collaborative spirit, and creating a welcoming campus that is emotionally and physically safe for all.” A UWG Core Value. Find at more by visiting the Center for Diversity & Inclusion for more information.

**Patient Advocates**
University life can be stressful. Patient Advocates connect UWG students with services, including medical, academic, legal, and psychological, both on and off campus. Students who wish to explore options for the treatment of conditions such as stress, anxiety, depression, eating disorders, and/or alcohol/other drug concerns may contact a Patient Advocate for assistance with assessment and referral. Students who have medical, family, or safety related emergencies may contact the Patient Advocates for assistance with crisis response. They also help in exploring options whether to remain in school, temporarily withdraw, or when appropriate, to request consideration for incompletes. They can also verify health/emergency related absences to instructors (only with patient permission). The UWG Patient Advocates are trained in crisis response and serve students victimized sexually, through stalking, domestic violence, or intimate partner violence. Contact Jill Hendricks at (678) 839-0641

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and jillhend@westga.edu or Corey Hindman at (678) 839-5338 and chindman@westga.edu for guidance or help.

**UWG Advocate Crisis Line**
470-215-9946

**Counseling Center**
At the Counseling Center we provide free, confidential counseling and support services to all enrolled UWG students. For an after-hours psychological crisis please call 678-839-6428 and you can be connected to our on-call counselor. All you have to do is walk in to our office at 123 Row Hall. It will usually take about 20-30 minutes to fill out some forms and have a brief meeting with a counselor. Walk-in hours are Monday-Friday 8 am - 4 pm. All services are confidential and free of charge. For assistance after hours, call 678-839-6428 and select option 2 to speak with the on-call counselor. Contact by email counseling@westga.edu.

**Online Counseling**
Online counseling allows students to work exactly as they would work in face-to-face counseling, but the counseling takes place via secure online video conferencing. While the counselor will still be located at the Counseling Center, the client may be at home or another location miles away from campus. This service was designed specifically for students who may be unable to attend counseling sessions on campus. More information [here](#).

**Crisis Text Line**
Text HELLO to 741-741

**University Police**
CALL UNIVERSITY POLICE IF YOU: Are a victim of a sexual assault on campus or, if the assault occurred off campus and you need assistance in contacting the proper police agency; Are threatened, harassed or stalked; Need medical assistance; Are depressed and need to contact a counselor; Need to develop a safety plan if you have been assaulted or threatened; Need an escort after hours; Want to explore whether to press charges; Witness a crime; Know someone in need of help but don’t know where to turn; or Would like to register for their self defense course. 678-839-6000 or 96000 from a campus phone.

**Title IX & Equal Opportunity**
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 & its implementing regulation at 34 C.F.R Part 106) provides that “no person shall, on the basis of sex, be excluded from participation in, be denied benefits, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”
The Title IX Coordinator monitors UWG’s compliance with Title IX, oversees complaints, and delivers Title IX training. For more information, visit this page: https://www.westga.edu/hr/title-ix-rights-options-resources.php. The website includes the resources listed above, as well as off-campus support options. A complaint may also be made anonymously online, here: https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=2.

At the University of West Georgia, sexual misconduct includes, but is not limited to, sexual harassment, sexual violence, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence and stalking. Sexual misconduct should be immediately reported to a University of West Georgia Title IX Coordinator. Please see the University of West Georgia Sexual Misconduct Policy for additional reporting options.

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