

HIST 4395
History Internship
Fall 2019

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Office hours: Tuesdays, 1:00-2:30 and Thursdays 2:00-3:30 or by appointment

Course Description

History Internship connects the students with professional opportunities that are designed to help the students gain, strengthen, and master a variety of skills applicable in a professional environment. Internships create links between theory and practice and allow students to apply their academic and classroom skills in a real-world setting. They also provide a platform for students to explore their professional interests and establish connections with professionals in their field of interest. The students are expected to complete 120 hours of work throughout the course of the internship.

Course Objectives

Specific learning objectives in this course will differ, depending on your respective internships. However, in addition to learning objectives specified in the Learning Agreement (see below), upon successful completion of internship, you will also:

- Understand how academic course work and academic skills translate into a real-world professional experience.
- Identify possible career paths.
- Determine how organizations work and achieve their goals in order to follow their missions.
- Develop and strengthen essential skills and practices expected of employees in any professional environment, including organization, self-discipline, collaboration, effective communication, and initiative.
- Strengthen their portfolio and update and revise their resume.
- Strengthen their networking skills.

Course Requirements

These course requirements specify what you need to do to pass this course. They are separate from your internship requirements that are determined by the hosting institution (the organization where you complete your internship) in the Internship Learning Agreement. The students will:

- **Sign *Internship Learning Agreement*:** Internship Learning Agreement is a standard document that includes all the crucial details of your internship, including personal information, hosting institution information, schedule, internship description, your responsibilities, learning objectives as specified by the hosting institution, and internship objectives as specified by the student. The

purpose of the Agreement is to determine in the clearest possible terms what the hosting institution and the student should expect over the course of the internship.

I will provide the Agreement form to your and your hosting institution. Once you and your internship supervisor agree on the final content of the Agreement, you will both sign it. Submit a signed copy of the Agreement by **Friday, August 30, 5:00 PM**. You can deliver a paper copy of the Agreement or email me a scanned electronic copy.

- **Sign *Code of Professional Conduct*:** This Code specifies professional expectations for an intern. It is designed to help you understand what is expected of a UALR student who as an intern represents not only themselves but also the History Department and the University. The Code also aims to help you think of many different aspects of professional behavior. Read the Code carefully, sign it, and submit it by **Friday, August 30, 5:00 PM**. If you have any questions before signing, let me know. You can deliver a paper copy or email me a scanned electronic copy.
- **Create portfolio:** Depending on your internship, you will be most likely asked to produce what we call artifacts, or physical or virtual objects that will be the fruit of your work. Typical artifacts include lesson plans, study guides, website content, finding aids, etc. Collect them all in one folder and submit the folder by **Friday, December 6, 5:00 PM**. You may submit your portfolio in a physical folder (paper copy) or online via Google Drive (online folder).

The folder should include a short description of each artifact in your portfolio. The descriptions should explain what your artifacts are, what their purpose is, and/or how they connect to relevant projects at the hosting institution. For example, if you are asked to produce a lesson plan, this lesson plan is probably a component of a larger education program at the hosting institution. Include this information in your description and briefly explain how your lesson plan fits in this larger program. If you produce virtual artifacts (e.g., website content), take screenshots that best illustrate your work and explain what the screenshots show. If you produce more than one artifact, include a table of content as the first page of your portfolio.

If your internship does not result in producing an artifact, write a narrative (500-750 words) that describes what you did during your internship, how you did it, and how your work benefitted the hosting institution. For example, if your primary internship project focuses on digitizing documents, you may not have a specific artifact to share because your work results in a digital collection. In such case, describe the process of creating the collection. You can also attach several sample screenshots that illustrate the process (e.g., selected digitized documents, screenshots of the software you have used, etc.).

If your artifacts do not fully document the scope of your work because your responsibilities included also activities that did not produce artifacts, add a narrative of 250-500 words to your portfolio that describes those activities. Common examples of tasks that do not produce artifacts are: tutoring students, guiding tours, helping to set up events, assisting during events, etc. If possible, document your work through taking pictures (e.g., of events you help organize) and attach them to your portfolio. If you are not sure how to document some of your tasks for the portfolio, let's talk.

The portfolio assignment is designed to help you create a narrative of your professional experience. This is critical for future interviews, where potential employers will ask about your experience with various tasks and responsibilities. Your portfolio will contain documented answers to these questions.

- **Write midterm reflections journal:** This journal should reflect on your internship experience around the mid-point of the semester. In the journal, reflect on what you have learned so far, what you are working on, what you hope to accomplish, challenges that you are facing, changes that you would like to see, etc. This journal is a form of checking in with me and letting me know how things are going. Submit your journal (500-750 words) by **Friday, September 27, 5:00 PM.**
- **Conduct informational interview:** Informational interviews are interviews conducted with a professional with the purpose of learning about the interviewees' job and career path. They are called interviews but they usually have nothing to do with any specific job opening. Instead, they are an excellent networking tool and an effective way to learn about organizations that you might want to work for or a professional path that you might want to follow. An informational interview can be conducted with anyone who does something that is of interest to you. Even if you don't know the person you'd like to interview and have no connections to their organization, you can still email them and ask for an informational interview. They might say no if they are too busy but most professionals react positively to being asked for an informational interview. Career advisers consider informational interviews to be one of the most effective and powerful tools of a job seeker. For this internship, select one person and conduct an informational interview. The person you interview cannot be your family member. Typical questions to ask at an informational interview are (these are just examples; you may find tens of other suggestions online):
 1. What are the duties/functions/responsibilities of your job?
 2. Why did this type of work interest you?
 3. How did you get your job? What jobs and experiences did you have prior to taking your present position?
 4. Can you suggest some ways a student could obtain this necessary experience?
 5. What part of this job do you find most satisfying? Most challenging?
 6. What is the best way to enter your career path?

Submit a narrative of 250-500 words that reports your findings. Reflect on how this informational interview might affect your future job search and/or career planning. Conduct an interview at any point of the semester but submit the narrative with your portfolio by **Friday, December 6, 5:00 PM.**

- **Update your resume:** Update and submit your current resume with the experience gained during your internship by **Friday, October 31, 5:00 PM.** You will review and edit this submitted version of your resume at the professional development workshop that the History Department will hold in the first three weeks of November, based on everyone's availability. If you can't attend the workshop, let's talk and we'll try to secure an individual consultation with a career advisor at the UALR Career Center. Attach your revised resume to your portfolio.

- **Submit *Internship Evaluation*:** At the end of the semester, you will fill out a short form that evaluates your experience. The purpose of this evaluation is to identify the best internship practices in order to better plan and coordinate future internships. Submit your evaluation with your portfolio by **Friday, December 6, 5:00 PM.**

Grading Scale

The student must submit all the components specified in Course Requirements to pass this course. The final grade will be determined on the following scale:

A: All the components specified in Course Requirements submitted + 120 hours of internship completed

B: All the components specified in Course Requirements submitted + 100-119 hours of internship completed

C: All the components specified in Course Requirements submitted + 81-99 hours of internship completed

D: All the components specified in Course Requirements submitted + 71-80 hours of internship completed

F: Any component specified in Course Requirements is missing + any number of hours of internship completed OR All the components specified in Course Requirements submitted + 70 or less hours of internship completed

Communication

The success of your internship depends on effective communication. Communicate with your internship supervisor whenever you have questions or are not sure what you are asked to do. Communicate with me whenever you have any questions or face any challenges. Note that unless I'm your internship supervisor (as I am for some of you), I will not interfere in your internship and I will not check on you constantly. This means you need to communicate with me whenever you need support. Problems and conflicts between the student and the hosting institution are extremely rare but they might happen. Communication is key to your sense of satisfaction and to your success.

I usually respond to emails between 8:00 AM and 5:00 PM on business days and I try to do that within the 24 hours since receiving an email. I do not respond to emails on weekdays after 5:00 PM and on weekends. This means that if you email me on a Friday evening, you will not hear back from me until Monday.

Students with Disabilities

Your success in this class is important to me, and it is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact me privately as soon as possible, so that we can discuss with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s), and the DRC. Thus, if you have a disability, please contact me and/or the DRC, at 501.569.3143 (V/TTY) or 501.683.7629 (VP). For more information, please visit the DRC website, <http://ualr.edu/disability>.

Academic Integrity

Any form of academic dishonesty (plagiarism and cheating) will NOT be tolerated in this class. All of your work for this class must be original. Plagiarism is copying work without giving credit to the source, or copying extensive passages from other work, or the use of words or ideas produced by another person without acknowledging its source. University regulations regarding academic dishonesty, as set forth in the UALR student handbook and other university documents and publications, will be strictly enforced in this class.

UA Little Rock Inclement Weather Policy

During inclement weather, UA Little Rock will make a decision whether or not to close based on all available information. The chancellor will decide whether or not conditions warrant canceling classes and activities and closing the campus or whether classes and activities will be canceled but with specified campus offices open. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member. For details see:

<https://ualr.edu/policy/home/admin/weather/>.

If your internship is off campus, follow the weather-related rules and practices of your hosting institution.

Student Success Resources

UA Little Rock offers a plethora of resources that are here to help you succeed, ranging from Blackboard support and the Writing Center to counseling services and help with childcare if you are a parent. For more information, check the Student Success Resources website:

<https://ualr.edu/cals/student-resources/>

Important dates (table summary)

Assignment	Due Date/time
Sign and submit <i>Internship Learning Agreement</i> (needs to be signed by your supervisor too)	Friday, August 30, 5:00
Read, sign and submit <i>Code of Professional Conduct</i> (available via Blackboard)	Friday, August 30, 5:00
Submit midterm reflections journal	Friday, September 27, 5:00 PM
Update and submit resume	Friday, October 31, 5:00 PM
Submit informational interview narrative	(with portfolio) Friday, December 6, 5:00 PM
Submit <i>Internship Evaluation</i> (available via Blackboard)	(with portfolio) Friday, December 6, 5:00 PM
Submit portfolio (include revised resume)	Friday, December 6, 5:00 PM