

# UMKC History Department Internship Contract and Syllabus HISTORY 392 and 5592

## Faculty Director

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## Intern

**Name:**  
**Address:**  
**Phone:**  
**Email:**  
**Emergency Contact:**

## Internship Supervisor

**Name:** INSERT HERE  
**Institution:**  
**Address:**  
**Phone:**  
**Fax:**  
**Email:**

**Start Date:**  
**Weekly Schedule:**

**End Date:**

## I. COURSE DESCRIPTION

This program allows students to earn \_\_\_\_ course credit hours while gaining valuable professional experience in public and private institutions engaged in the work of history. Interns will work \_\_\_\_ hours over the course of the semester on a schedule approved by their Internship Supervisor. In addition to their onsite responsibilities, Interns will also complete:

- **Readings** assigned by the Faculty Coordinator and Internship Supervisor (outlined below). Graduate students will read two texts, undergraduates one. These can either be practical texts interns will use alongside their work (a handbook on collections management, a book on exhibit design, etc.) or a more reflective text on the experience and challenges working at a particular institution.
  - INSERT TEXT(S) HERE
- **Blog** about their work. Through the HistoryMaker blog, students will keep an informal, but public journal documenting your work. Journals posts should be 2-400 words and detail tasks undertaken, challenges encountered, obstacles overcome, lessons learned, and skills gained. More information will follow.
- **Final reflective paper. Due during finals week, unless agreed upon differently.** Interns will submit a 1000 word (1500 word for graduate students) reflective paper to their Faculty Coordinator and Internship Supervisor. Where the journal posts charted your activity, the final paper should draw upon these experiences and the assigned readings to answer the following questions: What is the relationship between the historical profession and the

general public? Does the discipline have a mandate to be civically engaged? What skills, experiences, and practices are necessary to engage the public successfully?

## **II. GRADING**

The Faculty Coordinator will assign a grade for the Intern in consultation with the Internship Supervisor. The Faculty Coordinator will grade the journal posts and reflective paper, while the Internship Supervisor will complete an evaluation. Grades will be calculated as follows:

- Journal Posts: 40%
- Final Paper: 20%
- Supervisor Evaluation: 40%

Interns will earn an “A” for adhering to the agreed upon work schedule; remaining in regular contact with their Internship Supervisor to evaluate completed work; and successfully complete the internship’s main goals (outlined below). Failure to demonstrate a sustained, satisfactory effort in these categories will result in a corresponding reduction of the grade.

## **III. INTERNSHIP OBJECTIVES**

By the end of the internship, Interns will have gained professional experience in:

1. **DR. ENRÍQUEZ COMPLETES**

## **IV. INTERN RESPONSIBILITIES AND GOALS**

Intern agrees to complete the following duties and responsibilities for the Internship Supervisor’s sponsoring institution. These should be stated as concisely and clearly as possible in order to avoid uncertainty throughout the internship as well as during the final evaluation.

1. **INSERT HERE**

## **V. INTERNSHIP SUPERVISOR RESPONSIBILITIES**

Internship Supervisor and the sponsoring institution agrees to the following arrangement in order to support the Intern’s professional development and facilitate their completion the internship’s goals.

1. Directly supervise the Intern’s work for the purpose of constructive criticism, guidance, and on-going evaluation.
2. Provide the Intern with the workspace, support, and mentorship needed to accomplish the internship’s responsibilities and goals.
3. Complete an evaluation of the student both halfway through the semester as well as at the conclusion of the internship.

## **VI. FACULTY COORDINATOR RESPONSIBILITIES**

Faculty Coordinator agrees to the following arrangement in order to support the Intern’s professional development and facilitate their completion the internship’s goals.

1. Meet or correspond with the Intern for the purpose of constructive criticism, guidance, and ongoing evaluation.

2. Meet or correspond with the Internship Supervisor to review or alter the internship contract as needed.

## **VII. APPROVAL**

INTERN: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY COORDINATOR: \_\_\_\_\_

DATE: \_\_\_\_\_