

## STANDARDS AND GUIDELINES FOR GRADUATE STUDENT INTERNSHIPS

### I. Purpose:

Internships are a required element of CSU's CRM/Historic Preservation specialization and strongly encouraged in the general public history Liberal Arts Master of Arts program. Working under the supervision of an institution or professional gives students experience in their field of study and the opportunity to apply their academic training to public history situations. Through internships, students make valuable contacts within the field, learn to work within public history bureaucracies, produce substantive material for a portfolio or resume, and become professionalized into the discipline.

### II. Procedures for Finding Internships:

- Graduate students are responsible for finding an appropriate internship. Students should consult with their primary advisor early in the first year for help identifying appropriate internships.
- Graduate students should seek paid internships in established companies, institutions, and organizations and must be supervised by someone employed by that organization.
- Internships must be approved by primary advisors.
- Typically, graduate students complete the required internship work during the summer between their first and second years, registering for internship credit in their third semester. One hour of academic credit requires 60 hours of professional work. Academic elements required by the internship course require additional hours to complete.
- Together, students and primary advisors will complete a draft MOA, which internship supervisors will review and sign.
- A completed Special Studies form and signed MOA must be submitted to and approved by the department chair **prior** to internship work commencing.

### III. Requirements for Graduate Internships:

- To receive 1 credit, graduate students must work 60 intern hours. Students are required to complete 3 credits of internship, consisting of at least 180 total hours.
- Internships must involve defined projects. Public history internships should engage specific methodologies and involve professional work in the field. Work-study type positions and unspecified volunteer work do not qualify for required public history internship credit.
- Grades will be determined as specified in the MOA and must include at least one evaluative report from the internship supervisor (preferably a midterm and final evaluative report). Other requirements include:
  - A daily or weekly log of activities. Activity logs are meant to help students learn how long it takes to complete various types of public history work and practice project and time management skills.
  - Regular contact with faculty internship advisor. Faculty advisors help students to identify and resolve any issues and provide resources to students as needed.
  - A portfolio of work completed and final project as specified in the MOA.

### IV. Guidelines for Successful Internships

- Diversity or Experience: The public history faculty strongly recommends that graduate students seek and complete multiple opportunities to gain hands-on experience in

public history. This may mean completing two internships or completing work as a paid researcher for the PLHC, CSU Archives, or other institution. We encourage students to explore opportunities in a variety of different institutions or departments within a single institution to acquire a diversity of experience, grow a professional network, and build professional portfolios.

- Tripartite Relationship: When undertaking an internship student are participating in a three-way relationship with reciprocal responsibilities. The student gives the institution their time and labor, the institutional supervisors give students training and direction, the faculty advisor gives students support and academic credit for successful internships. In resolving problems in an internship, students should evaluate the roles of the various participants
- Confidentiality: Students must respect the confidentiality of sensitive information encountered during an internship and refrain from discussing it with others. Students must always consult with internship supervisors prior to sharing work or information about work completed as part of the internship.
- Professionalism: Students are expected to conduct themselves as professionals during their internships. While placed in institutions, students represent CSU's program, and their behavior and work habits reflect on its credibility. Therefore, CSU expects the following conduct:
  - Adherence to the highest and most professional moral and ethical standards as expressed in the [American Historical Association's Standards of Professional Conduct](#)
  - Reliable attendance and prompt arrivals
  - Appropriate professional attire
  - Professional, courteous behavior and direct and respectful approach to problems and receiving criticism
  - Consistent and meaningful communication with internship supervisors and faculty advisors
  - Refrain from discussions of internship work on all social media and online forums, and copying or posting online pictures, links, or any documents and other materials from the place for which you are interning without the express permission of the institution
- Ethics: Students should familiarize themselves with the following Codes of Ethics as appropriate to their internships:
  - Organization of American Historians, [Statement on Honesty and Integrity](#) (OAH endorses the AHA standards and adds this statement as a supplement)
  - Oral History Association, [Principles for Oral History and Best Practices for Oral History](#)
  - American Association for State and Local History, [Statement of Professional Standards and Ethics](#)
  - National Council on Public History, [NCPH Code of Ethics and Professional Conduct](#)
  - Society for History in the Federal [Government, Standards, Best Practices, and Documents](#) (includes standards for federal history programs and museum exhibits)
  - Archaeological Institute of America, [Policies](#) (includes Code of Ethics and Code of Professional Standards)
  - Society of American Archivists, [SAA Core Values Statement and Code of Ethics](#)