

University of North Alabama
HI 679: Public History Internship Policies

- Interns are required to complete between 120-140 hours of work at their host institution.
- Interns will not assume positions formerly held by regular employees who have left the host institutions, nor should their work at the host institution be clerical in nature.
- Interns must have a clearly defined project, outlined on the Internship Agreement, that has been approved both by the Director of the Public History program and by the Supervisor at the host institution before beginning their internship. The project must give the intern experience in a particular branch of Public History and also help the host institution fulfill its mission.
- It is necessary for interns to learn from the professionals they work with at the host institution. Staff at the host institution must remember that interns are students who benefit from instruction and guidance. The Internship Supervisor should take an active role in both teaching the intern and in making sure that the intern has access to the resources they need to produce a final product at the end of the internship. This final product will often be instrumental in helping the intern find permanent employment in the field of Public History.
- Interns may participate in the day-to-day running of the host site, and the host site should consider allowing interns to participate in staff meetings and to perform some administrative (though not clerical) duties, but the bulk of the time the intern spends at the host institution must be dedicated to their clearly defined project.
- At the midpoint of the internship, the Internship Supervisor will complete a mid-project evaluation (report form provided) for the Director of Public History. In this evaluation, the Supervisor will discuss the intern's progress on their project, noting areas of strengths and weakness. At the end of the internship, the Supervisor will submit a final evaluation report (report form provided) that discusses the intern's progress, the skills they developed during the internship, what areas the intern seemed particularly well-suited for in the field, and what areas they need to work to improve. These evaluations will aid the Director of Public History in determining the grade for the internship and assist the intern in developing their skills in the field of Public History.
- The intern is required to produce a tangible product during their time at the host institution. This may take the form of—but is not limited to—a finding aid for an archival collection, a walking or driving tour, a grant application, a cultural resource survey, a museum exhibit (including a script and exhibit design), a National Register nomination form, or a combination thereof. One copy of the final project and report should be provided to the Director of Public History, another to the internship supervisor, and a third reserved for the student's portfolio. In addition to this final project, the intern will turn in a final internship evaluation in which the intern describes his/her experience during their internship. This report will highlight the skills the intern learned, how the internship furthered his/her future in the field of Public History, and outlines their overall experience with the host institution.