

HIS 4940

History Internship

INSTRUCTOR: Dr. Jennifer Knight, College of Arts & Sciences,
Department of History, SOC 260, jlknight@usf.edu

Spring 2021; Tuesdays 11-12:40, CIS 1048
Office hours will be held virtually via Blackboard Collaborate Ultra
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PURPOSE AND CONTENT:

The intent of the internship programs supported by the Department of History is to provide students with access to valuable on the job experience, along with in-class support and guidance to help you be successful. While each student enrolled in this course will be participating in different internship experiences at their on-site internship provider, we will also meet weekly as a group to discuss topics related to public history and share our experiences. Our class meetings and assignments are designed to spark reflection on your onsite activities based on the broader context of the field of public history, as well as the experiences of other communities and how these can be applied to your own experiences. Our readings and discussions will also seek to provide you with the academic context to help you to get the most out of your work in the community, and better understand this field so that you can participate in it as a professional. I hope that these experiences, in both their successes and challenges, will help you to be better prepared to choose a fulfilling career path and be successful in the job market.

Course Objectives:

- To provide an introduction to the field of Public History and some of the major related sub-disciplines of historical studies
- To provide information about historical disciplines both inside and outside of an academic setting
- To examine challenges and changes in the field currently under discussion in academic literature

- To present field trends and issues and examine how they relate to the Tampa Bay public history community, and exchange ideas across local institutions
- To provide support to students engaged in on-site internship work

Student Learning Outcomes:

Students will demonstrate the ability to:

- address Critical & Analyt

Grading scale: Grading scale: A+ = 97-100; A = 94-96.9; A- = 90-93.9; B+ = 87-89.9; B = 84-86.9; B- = 80-83.9; C+ = 77-79.9; C = 74-76.9; C- = 70-73.9; D+ = 67-69.9; D = 64-66.9; D- = 60-63.9 F = <60

- **Community Partner's evaluation**
 - You are asked to complete a minimum of 6 hours on site each week. You may arrange your schedule with your internship provider to meet your and their scheduling needs.
 - I will maintain regular contact with all community partners, and have asked them all to contact me in the event that one of our interns is not meeting their expectations. All internship providers have agreed to meet the History Department's expectations regarding academic internships, and to maintain reasonable expectations of student interns. The Institutional Agreement Form that internship providers assent to is provided at the end of this syllabus for your information.
 - At the end of term, your internship provider will be asked to provide a final review of your performance, which will be consulted in determining your course grade.
 - Extenuating circumstances will be taken into consideration in the unlikely event that a major issue should arise between a student and their internship provider, as long as the issue is dealt with in conjunction with the Internship Coordinator, Dr. Knight.
- **Weekly journal submissions to Canvas**
 - As reflection is a vital component of the Service Learning experience, you must maintain a weekly journal to reflect on your internship activities and submit these by a weekly due date of midnight each Sunday to Canvas.
 - A template for weekly journal submission is included at the end of this syllabus, and an electronic copy will be available via Canvas.
- **Reading journal submissions**
 - For each meeting *for which there are* assigned readings, a reading journal with discussion questions will be provided. (most workshop and field trip meetings will not entail assigned readings. Follow the syllabus for this.)
 - The discussion questions provided for your reading journals are designed to help you reflect on the content and relate it to your experiences.
 - Please provide written responses to the questions based on your readings and submit to Canvas prior to the class meeting and come to class ready to discuss.
- **Mini-Projects**
 - Interspersed with reading journal weeks, several topics ask you to complete mini-projects utilizing or responding to resources we have encountered.
 - Mini-project descriptions and due dates can be found in Canvas 'Assignments'

- **Course meeting attendance**
 - We will meet as a group almost every week, and you are expected to regularly attend these meetings & be prepared to discuss assigned readings and onsite experiences.
 - This is our opportunity to explore topics together, but also to keep each other aware of important information, questions, or concerns regarding your onsite internships.
 - This course should be thought of as essentially the same as a seminar format course, with reduced reading and writing assignments to account for your onsite work contributions but it is **just as vital** that you complete these assignments and attend class to participate in discussions.
- **#GEA1 Final Reflection Essay**
 - At the end of the term, you will be asked to compose a reflection essay regarding your summative interpretations of your experiences during the full term of internship, both in class discussion and onsite.
- **#GEA2 Internship project**
 - For this course, you will be asked to complete a research project related to your internship experience that will result in the creation of a digital display, such as contributions to <http://tampahistorical.org> or an Arc GIS presentation.
 - Project details can be tailored to fit your interests and internship experience. Full project description will be distributed in class.

COURSE REPEATABILITY

- In your first semester as an intern, you will take HIS 4940 for 3 credit hours, which includes a minimum commitment of 6 hours onsite per week, regular class attendance and performance, and the completion of written assignments including but not limited to a final research project.
- In a future term, you may continue with an internship for an additional 3 credit hours (i.e. you may receive a maximum of 6 credit hours of internship credit total). Future internship registration will not require class attendance, but will require the maintenance of a weekly reflection journal and the completion of written assignments including but not limited to a final project.

BEST PRACTICES ONSITE

- Be honest with your internship provider about your abilities and what you feel comfortable doing.
- If you will be late or not attending your shift, always provide as much notice as possible. Do not make lateness or absence a regular occurrence.

- If you cannot meet the expectations of an assignment, always provide as much notice as possible and a clear explanation of the circumstances preventing you from completing work you agreed to.
- Treat equipment, artifacts, and all material possessions of the facility with great care and respect. If you are not comfortable handling sensitive material, ask for an alternative assignment.
- Do not make public statements (including on social media) regarding your internship provider without their consent.
- **Above all, it is vital that you treat your internship as if it were a real professional position, as this is what it is.** This is not paid employment, but it is real job experience and can and will be viewed as such when you put this on your resume. Just like any job, if you fail to attend, do shoddy work, treat your work colleagues or supervisor with disrespect, break things, etc, you are likely to be fired. If your supervisor were to recommend that you be let go due to your behavior or lack of performance during the term, this may very well result in a failing grade for the course. I will take extenuating circumstances into consideration always, but the point is that getting fired from your internship would be a bad thing. It may mean your time this term was wasted, and it will definitely sour the department's future relationship with that internship provider. So, please take your responsibility

- To intervene with your internship provider over minor concerns or complaints:

- Students experiencing symptoms of Covid-19 should make arrangements to attend remotely until a negative test has been secured.
- If the instructor is experiencing signs of illness or Covid-19 symptoms, the course meetings will be shifted to Blackboard Collaborate Ultra until a safe return to the classroom can be assured.

Policies about disability access, religious observances, academic grievances, academic misconduct, and CEU. The 189 (ins of E go 0078) by an A H 14 st b f s p w g e 0 2 4 s (0 0 0 . H U b 1 F M C 5 6 h . (0) 2

Week 9- Digital Humanities

Meeting: Tuesday, March 9 11:00-12:40

Final project assignment will be introduced and discussed at this meeting

Reading Assignment: Reading assignment available on Canvas

Written Assignment: *Reading Journal Week 9.*

Week 14: Final Projects Working Group

Meeting: Tuesday, April 20 11:00-12:40

we'll work together to troubleshoot problems and brainstorm ideas.

Week 15: Project Presentations & End of Term Wrap up

Meeting: Tuesday April 27 11:00-12:40

Final Projects Due



Congrats on a Successful Internship!