

## JOHN CARROLL UNIVERSITY DEPARTMENT OF HISTORY INTERNSHIP GUIDELINES (HS 498)

### PURPOSE

An internship offers History Majors the chance to have first-hand exposure to and experience in areas of academic study. Internships allow you to discern your interests. They will help you to see what you like to do, and explore your aptitudes. They will also help you to see what you do not like to do. It is as important to “rule in” as it is to “rule out” a potential career. Internships are an important aspect of your college experience because they help you explore potential roles and gain experience in a job setting you may wish to pursue.

### PROTOCOL

1. You may take HS 498 as many as two times and earn up to six internship credit hours, three of which will count toward your History major. **The other three count as part of your overall earned credit hours toward graduation.**
2. To earn three credit hours, a student will work for the organization between 10 and 15 hours weekly each week of the semester. It is possible, with approval from your supervisor, to accrue a portion of these hours off-site (e.g. doing research). It is also likely you will work additional hours for events and special projects. Discuss this when setting up the internship. **To receive six credits, you must work a minimum of 24 hours a week for each week of the semester.**
3. Internships are graded on a pass/fail basis. You will not receive a letter grade.
4. HS 498 is open to juniors and seniors who are in good academic standing; **students should have a minimum 3.0 GPA but will discuss options if your GPA is lower.**
5. Identify a member of the History Department faculty who will serve as your internship director. This person will coordinate with you the writing and oral presentation assignments required to earn credit.
6. *Internship credits are not retroactive.* Internships not approved prior to the student beginning the internship will not receive credit. If you think you have an opportunity that qualifies as an internship, you need to discuss it with the Department Chair rather than assuming it meets the Department's criteria.
7. You must register for internship credit as you would any other class, and pay for it as you would any other academic credits. You will find more information on this under Process.

### PROCESS

1. If you have an internship and think it qualifies for credit, see the Chair.
2. If you are interested in securing an internship, you may do any of the following:
  - Visit Career Connection through the Career Center, a database of
  - Talk to the faculty in your area of interest
  - Develop contacts through personal relationships
  - Talk to the Department's Director of Internships
  - Monitor internship information on the Department's website

3. Once you have accepted an internship offer, contact the Chair for an Internship Agreement Form to complete. You must provide a job description for the position for which you are earning credit. Complete the form, sign it, and have your supervisor at your organization sign it. Return a copy of the form to both the Chair and the Internship Director to sign.

4. Make an appointment to see the Chair for a yellow admit card, which you will then walk over to the Registrar's Office in Rodman Hall, Room 205/206; alternatively, the Chair and the Department's Administrative Assistant can arrange an electronic release.

5. You must register for the internship **no later than the first week of the semester**, while course registration is still available. For summer internships, you must register by May 20.

6. During the academic year, you will meet three times during the semester with your departmental Internship Director. If you take your internship during the summer, you will coordinate written and presentation assignments with your Internship Director.

### **EVALUATION**

Internships are **graded Pass/Fail** and dependent upon successful completion of all of the following:

- Presentation of a project/PowerPoint (for example, for the Department, at Celebration of Scholarship, etc.)
- Final Evaluation by on-site Internship Supervisor
- Self-Evaluation/reflection/final meeting