

**FACT SHEET**  
**Graduate Internships in Public History**  
**Rutgers-Camden Department of History**

Requirements: Interns are enrolled for 3 credit hours, which represents a minimum of 100 hours at the internship site. Interns also complete an online work journal, a public history project, and an annotated bibliography.

- The work journal is a weekly summary of the work experience, but must also go beyond basic duties to reflect on what the intern is learning about the field of public history. An online blog for this purpose will be found on the Sakai system, <http://sakai.rutgers.edu>.
- The project may take a number of different forms (research report, exhibit plan, archival finding aid, and so on), but should be equivalent in substance to a graduate level course. The topic and scope of the project must be approved by the faculty adviser, who must also receive or view the project prior to awarding credit. Deadline for submission: Last day of the semester or summer term.\*
- Annotated bibliography (related reading). A related reading list of 6-8 books or the equivalent in articles is required. This must be approved initially by the faculty adviser. At the end of the internship, annotate each item on the list to describe the work's usefulness for the internship and/or internship project. Submit to the faculty adviser. Deadline for submission: Last day of the semester or summer term.\*

Arranging an internship: Graduate students secure their own placements. However, the department makes opportunities known through postings and by e-mail. Once the internship placement is secured, students also must arrange for a faculty adviser.

Paper trail: The following steps are to be followed to help ensure that all parties have a satisfactory experience. It is the intern's responsibility to see that these steps are completed as directed.

- Expectations agreement (form attached). Prior to the internship, the intern, supervisor, and faculty adviser must complete and sign this agreement. This must be submitted before registration for credit.
- Project proposal (form attached). To be completed no later than the third week of the internship, in collaboration with the internship supervisor.
- Supervisor evaluation (form attached). The intern must provide this form to the supervisor, who will return it to the faculty adviser no later than the last day of the semester.\*
- Intern evaluation of experience (form attached). The intern must complete this no later than the end of the semester and return it to the faculty adviser.

\* If the project does not align well with the semester calendar, an "incomplete" may be awarded and replaced later with a letter grade. All work and the evaluation must be submitted no later than 30 days after the completion of the internship.

**INTERNSHIP EXPECTATIONS**  
**Graduate Internships in Public History**  
**Rutgers-Camden**

**To be completed prior to the internship.**

Internship site:

Semester:

Name and contact information for the intern (including email address):

Name and contact information for the internship supervisor (including email address):

Name and contact information for the faculty adviser:

Dr. Charlene Mires    cmires@camden.rutgers.edu

Total hours and schedule to be worked by the intern:

Duties to be performed by the intern (or attach job description):

Supervision / teaching to be provided by the internship supervisor:

Professional development opportunities to be available for the intern (training, networking, etc.):

To be signed by:

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Faculty adviser

**Interns: Please make copies for all signers, and one additional copy for the internship coordinator.**

## **INTERNSHIP PROJECT PROPOSAL**

(attach additional pages if necessary)

Confer with internship supervisor before submitting this proposal. **Submit no later than the third week of your internship** by email to [cmires@camden.rutgers.edu](mailto:cmires@camden.rutgers.edu) (or to another arranged faculty supervisor).

Name of intern:

Internship site:

Semester:

**Describe the project.**

**List or attach a bibliography of 6 to 8 related books or the equivalent in articles.**

**INTERNSHIP SUPERVISOR'S EVALUATION**  
**Graduate Internships in Public History**  
**Rutgers-Camden**

Name of intern \_\_\_\_\_ Semester \_\_\_\_\_

Please submit the following directly to faculty adviser \_\_\_\_\_

Email if possible to: \_\_\_\_\_

Or by mail: Department of History  
Rutgers-Camden  
429 Cooper Street  
Camden, NJ 08102

The evaluation is needed no later than \_\_\_\_\_.  
(last day of semester or 30 days after end of internship)

**Please circle the term that best describes the intern's overall performance.**  
**Elaborate below as desired.**

Exceptional	Outstanding	Very Good	Good	Adequate	Passing but inadequate	Poor	Failure
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**Would you write a letter of recommendation for the intern? Please explain.**

**Sign and date:** (if emailed, receipt from the supervisor's email address will substitute for a signature):

\_\_\_\_\_

**INTERN EVALUATION OF EXPERIENCE**  
**Graduate Internships in Public History**  
**Rutgers-Camden**

Please complete this form and submit it to the department internships coordinator at the end of your internship. This will be kept on file and provided to future students considering internships. If there are concerns that you do not wish to record on the form, please communicate them by other means to the department internships coordinator.

Name of intern:

Internship site:

Semester:

What did you do during your internship?

What was your research project?

Would you recommend this internship to others? Why or why not?