

## HIST 4930: History Internship

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### **Course Description**

The History Department offers history students (majors and minors) the opportunity to explore history outside of the classroom through a range of internship experiences. Types of internships may vary, (see History [website](#) for current openings) but all students will link their on-site experience to their study of history through reflection-based assignments. Students wishing to enroll for credit will work with the Undergraduate Program Coordinator (Abi Peters, [abigail.peters@colorado.edu](mailto:abigail.peters@colorado.edu)) to learn about, apply for and be matched with individualized experiential learning opportunities. Interns will have an on-site supervisor who will direct their work museums, archives, research libraries, historical associations, schools, businesses, government agencies, and other public entities or special projects. These may be based on the CU Boulder campus or outside of the University, locally or in other cities or states. Students who locate opportunities on their own may, with prior approval, request to enroll in the course and earn credit.

### **Learning Goals**

By the end of the semester, successful completion of the course will enable you to:

- Understand how academic training as a historian can be applied in professional workplaces.
- Gain professional-level workplace experience that draws upon skills and perspectives students are learning concurrently in their study of history.
- Participate in projects that allow the intern to practice these skills.
- Reflect upon the application of historical skills, training, perspectives, and habits of mind in contexts outside of the classroom or academia.
- Relate their generalized study of history to their educational interests and/or post-graduation options.

### **General Expectations and Requirements**

Internships have a work and academic component that typically involve 130-165 total hours of effort (8-10 hours per week during a typical semester). This can be a fully remote or hybrid/in-person requirements, where the majority of student work is completed at the internship site (which can be in-person or remote) and all academic assignments are completed and submitted online through Canvas. Students must have a minimum of sophomore standing (30 credits) and an overall GPA of 3.0 or higher. May be repeated up to 6 total credit hours. The course is offered with a pass/fail grading option only. See History Internship Agreement form for further details.

## Course Components

While the heart of any internship will be the hands-on experience working with professionals in the field, the following assignments are intended to support your efforts to connect your work as an intern to your study of history in an academic setting.

1. **Planning:** Attend an orientation and/or individual meeting with Dr. Young. These meetings may take place in-person or via Zoom. We will discuss general expectations, the nature of your specific internship and associated academic work, determine the schedule of due dates and your plan to complete the assignments below. You should complete sec. 2 of the Internship Agreement Form with your on-site Internship Supervisor before this meeting. Then, you will be able to complete sec. 3 with Dr. Young, during or following this meeting and no later than Week 3 of the semester.
2. **Journals:** You will keep a regular journal of your internship experience and submit it on the Canvas site. The frequency of your submission will depend upon the length of the internship itself, but there will be no less than **four** and no more than **six**. Each should be on the order of 300-400 words. The journal entries are meant to be informal and should keep me up to date on what you're doing at your internship, as well as include reflections on the position's broader social significance and relation to historical issues and context, as you understand them. If you will be writing a paper, these journals can also help you to develop a topic and reading list. If you will be submitting a product of your work (see below), these journals are a good space to report on your progress towards completion of that product. Your final entry should include reflection on your experience as a whole.
  - **One entry should devote the majority of the discussion to two of the following four readings** (available on the Canvas site):
    - Kristen Krakilo, "What 2020 taught us about the importance of the humanities," *ASU News* (October 1, 2020)
    - Amanda Ruggieri, "Why 'worthless' humanities degrees may set you up for life," *BBC Worklife* (April 1, 2019)
    - Karen E. Spierling, "The Humanities Must Go on the Offensive," *Chronicle of Higher Education* (December 8, 2019)
    - Teofilo Ruiz et. al, "On the Record: With so many careers geared toward specific technological fields, what is the value of a degree in the humanities or social sciences?" *The Daily Bruin* (October 11, 2010).
3. **Final Project:** There are two possibilities here, depending upon whether your internship allows for the development of a particular product of which you are the sole or major author. Your final project will be due no later than the last day of the term in which you are registered.
  - **Internship-related product.** This may take various forms but can include: a finding aid for an archival collection; the research, design and textual material for an exhibit or script for a tour; research for a historic site report or historical

plaque/marker; a lesson plan for teachers; a presentation based on research for various audiences; oral history interviews; a database of archival or visual images; an edited film or website. This list is only meant to be suggestive, and represents what past students have submitted. Other sorts of products may fall under this category. Deciding whether there is something you can submit or whether you will write a paper is something usually determined in the planning phase.

- **Paper:** If your internship does not allow for the creation of a substantial product, you will instead write a short paper. The topic should connect to your internship in some way and/or explore related historical subject matter. The nature of the paper is something that will be determined in the planning phase and may be developed through communication in the journals. The final version of your paper should be 6-7 pages of clear and polished writing, based on at least three scholarly or original sources, with appropriate footnotes or endnotes. With advance notice, you may request to have outlines or partial drafts for reviewed for feedback.

## **Evaluation and Grading**

The course is offered with a pass/fail grading option only. Passing this course primarily entails responsible attention to expectations and requirements of your internship, timely and complete submission of the journals and other materials, engagement with reflection activities, and responsive communication throughout. Your grade will be based on the journals (40%), the final product (50%), and the planning phase (10%). Passing the course is contingent upon meeting the expectations as agreed upon with your Internship Supervisor, who will share an evaluation of your on-site work me at the end of the term.

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*The following statements are standard CU Boulder Policy; you can also access them [here](#).*

**Classroom Behavior:** Both students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote or online. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. For more information, see the policies on [classroom behavior](#) and the [Student Code of Conduct](#).

**Requirements for COVID-19:** As a matter of public health and safety due to the pandemic, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements, and public health orders in place to reduce the risk of spreading infectious disease.

Required safety measures at CU Boulder relevant to the classroom setting include:

- maintain 6-foot distancing when possible,
- wear a face covering in public indoor spaces and outdoors while on campus consistent with state and county health orders,

- clean local work area,
- practice hand hygiene,
- follow public health orders, and
- if sick and you live off campus, do not come onto campus (unless instructed by a CU Healthcare professional), or if you live on-campus, please alert [CU Boulder Medical Services](#).

Students who fail to adhere to these requirements will be asked to leave class, and students who do not leave class when asked or who refuse to comply with these requirements will be referred to [Student Conduct and Conflict Resolution](#). For more information, see the policies on [COVID-19 Health and Safety](#) and [classroom behavior](#) and the [Student Code of Conduct](#). If you require accommodation because a disability prevents you from fulfilling these safety measures, please see the “Accommodation for Disabilities” statement on this syllabus. All students who are new to campus must complete the [COVID-19 Student Health and Expectations Course](#). Before coming to campus each day, all students are required to complete the [Buff Pass](#).

Students who have tested positive for COVID-19, have symptoms of COVID-19, or have had close contact with someone who has tested positive for or had symptoms of COVID-19 must stay home. In this class, if you are sick or quarantined, please email me to let me know and I will offer an alternate mode for participating, either simultaneous participation through Zoom, or a writing assignment.

**Accommodation for Disabilities:** If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu) for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.

**Preferred Student Names and Pronouns:** CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

**Honor Code:** All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code. Violations of the policy may include: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code ([honor@colorado.edu](mailto:honor@colorado.edu)); 303-492-5550). Students found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found at the [Honor Code Office website](#).

**Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation:** The University of Colorado Boulder (CU Boulder) is committed to fostering an inclusive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, or protected-class

discrimination or harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or [cureport@colorado.edu](mailto:cureport@colorado.edu). Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, dating and domestic violence, stalking, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources.

**Religious Holidays:** Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. See the [campus policy regarding religious observances](#) for full details.

**Resources for academic support:** Make sure to avail yourself of university resources that can support your success in this and other courses. While the first step is to come to office hours, know that there are other services available to assist you including: [The Writing Center](#), the [Student Academic Success Center](#), [tutoring](#), the [libraries](#), [Academic Advising](#), and the [Office of Information Technology](#) – they are the ones that can help you troubleshoot technical difficulties if you are having problems with computer hardware, software, or access to online resources, including Canvas.

**Resources for personal well-being:** Beyond our collective work in the classroom, I care about your mental and emotional wellbeing. If you're not finding the University to be a respectful and inclusive place, or need support for issues in your personal life CU offers students several short-term and long-term services. If you would like assistance accessing any of these services, let me know. [Protect Our Herd](#) – COVID-19 related services and assistance; [Counseling & Psychiatric Services](#) - counseling, therapy, workshops; [Office of Victim's Assistance](#) (OVA) - advocacy, support, and counseling for survivors of trauma; [Disability Services](#) - support for accessibility; [Office of Institutional Equity and Compliance](#) - investigates issues of harassment and discrimination; The [Center for Inclusion and Social Change](#) (CISC) – provides support and advocacy for students of all identities; [Ombuds](#) - confidential resource for interpersonal and university-related concerns.

Moreover, the pandemic has emphasized how learning depends upon having basic needs met: food to eat and a safe place to live. If you're having trouble with either, the campus has some resources for you. If you're facing food insecurity, reach out to [food@colorado.edu](mailto:food@colorado.edu), and they will work with you to find food resources. If you're having trouble paying rent or facing housing insecurity, you can get in touch with these advocates: [Boulder County Housing & Human Services](#) at 303-441-1000 or [Off-campus Housing](#) at [och@colorado.edu](mailto:och@colorado.edu) & 303-492-7053. For assistance with landlord-tenant matters, contact [Mediation Services](#) at 303-441-4364 & [mediation@bouldercolorado.edu](mailto:mediation@bouldercolorado.edu). A [Student Emergency Fund](#) has been created to support students experiencing a temporary financial hardship as a result of COVID-19. Other campus resources are available here (including mental health resources and [free therapy](#)). [Case manager resources](#) are also available to help you find appropriate campus and local resources. A 24/7 [Suicide Prevention hotline](#) is available for you: just call 303-492-2277. Please don't hesitate to also approach me if you have trouble negotiating these resources.