

Internship Agreement Form

CU Boulder History Department

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, but all students will link their on-site experience to their study of history through reflection-based assignments.

Department Policies:

1. Internship credit is available to history majors and minors with a minimum junior standing (60 credits or above) and an overall GPA of 3.0 or higher.
2. Interns are typically expected to work 8-10 hours/per week for a total of 120-150 hours to receive 3 credit hours.
3. Internship credit will count toward the history major/minor as a 4000-level elective course.
4. A maximum of 6 internship credit hours may be applied to the history major and a maximum of 9 internship credit hours may be applied to a degree in the College of Arts and Sciences.
5. Internships are offered on a mandatory pass/fail grading basis only. Courses offered on a mandatory pass/fail grading basis do not count toward the maximum number of pass/fail credits a student can apply to a degree in the College of Arts and Sciences.
1. To receive credit, all internships must have prior approval. Credit will not be given retroactively. *Registration for internship credit must be completed by the second week of classes in a given semester.*
6. Internship approval is at the discretion of the History Department Internship Coordinator.
7. The History Department also supports internship credit through the CU in DC and Education Abroad programs; those students will still work with a History faculty advisor, but should consult the sponsoring program which may have additional/differing policies.

Questions should be directed to the History Department Education Program Coordinator at SS-History@Colorado.EDU

1. General Information

Semester: _____

Student Name: _____ Student Number: _____

Email: _____ Class Level: _____

Overall GPA: _____ HIST GPA: _____ Credit hours completed: _____

Internship Position: _____ Organization: _____

Start Date: _____ End Date: _____ Hours per week: _____

Supervisor: _____ Supervisor Title: _____

Email: _____ Phone: _____

HIST Internship Coordinator, David Ciarlo: _____

2. Internship Agreement

This section of the agreement form should be completed with your internship supervisor before meeting with the History Internship Coordinator.

I, the student (intern), agree to:

- Perform assigned tasks to the best of my ability
- Be punctual, dependable, and follow the rules and regulations of the host organization
- Be respectful of my internship supervisor and co-workers
- Communicate clearly: follow directions and ask for help when I need clarification
- Note any additional agreed-upon expectations here:

I, the internship supervisor, agree to:

- Provide thoughtful and consistent supervision (including necessary orientation/training) of the intern
- Enable the intern to gain hands-on/real-world experiences through assigned tasks
- Both work one-on-one with the intern and allow the intern the opportunity to work independently
- Communicate clearly: provide clear expectations, direction, and feedback to the intern
- Note any additional agreed-upon expectations here:

Please describe the internship position and tasks/projects the intern will work on during the internship. List the primary skills the intern will develop during the internship.

3. Academic Agreement

This section of the form should be completed with the History Internship Coordinator (David Ciarlo) after meeting with your internship supervisor.

Please list academic expectations and the assignments (with requirements and estimated due dates) which will be completed.

4. Signatures -

Submit this document **unsigned** to the History Education Program Coordinator, at SS-History@Colorado.EDU to be routed for signatures via DocuSign. (DocuSign account not required for this process.)

Student & Internship Site Supervisor

Student Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Student & Department Internship Coordinator

Student Signature: _____ Date: _____

HIST Internship Coordinator, David Ciarlo: _____ Date: _____

5. Registration

Staff Signature: _____ Date: _____