History Department Internships are offered to juniors or seniors majoring or minoring in History. Internships are directed by an external supervisor in conjunction with the Internship Coordinator and the Director of Undergraduate Studies. The external supervisor will be responsible for monitoring the Intern’s progress, evaluating her/his performance, and communicating with the Internship Coordinator.

The intern will devote the equivalent of 8 - 10 hours per week for a 14 week semester, or about 112 - 140 hours. The intern will keep a journal of the time spent on the internship, containing a brief description of the work and learning experiences. At the end of the internship, the journal will be evaluated by the external supervisor, the Internship Coordinator, and the Director of Undergraduate Studies. The external supervisor should send a letter evaluating the intern’s work to the Internship Coordinator, recommending a grade for the internship course.

Normally, interns will enroll in HSA 496.30 Internship: History in Practice for 3 hours credit. Students who want to receive 1 or 2 hours of credit should enroll in HSA 498.30, Advanced Independent Study. If more convenient, students may register for a course after the internship has begun, or even after it has been completed, but permission of the Director of Undergraduate Studies is always required in advance.

The Director, the external supervisor, the internship coordinator, and the student must sign the following contract:

Student Intern:
Address, phone, and email:

Place of Internship

External Supervisor:
Address, phone, and email:

Dates internship begins and ends:

Brief description of work to be done:

Signatures

Student Intern: ___________________________________ ______________ Date ___________
External Supervisor: ______________________________ _______________ Date ___________
Director, Undergraduate Studies ___________________ _________________ Date ___________
Mark Ruff, Adorjan 323, 977-7140    ruff@slu.edu

Internship Coordinator ____________________________ ________________Date ___________
Silvana R. Siddali, Adorjan 108, 977-2997 / siddalis@slu.edu