

LEARNING CONTRACT FOR INTERNSHIP CREDIT – HIST 495

Student Name:	Student Number:
How may you be contacted?	Are you a history major? Yes/No
Faculty Name:	Quarter/Year:
Supervisor Name:	How may supervisor be contacted?
Number of Credit Hours Proposed for this Course:	Will this course be taken S/NS? Yes/No

PART I: THE INTERNSHIP

A. Job description: Describe your role and responsibilities of the internship. List duties, projects to be completed, etc.

B. Supervision: Describe the supervision to be provided by the internship organization. What kind of orientation, instruction, assistance, consultation, etc. will you receive and from whom?

PART II: LEARNING OBJECTIVES AND LEARNING ACTIVITIES

A. Learning Objectives: What do you intend to learn through this experience? Be as specific as possible.

B. Learning Activities:

- (1) On-the-Job: Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings, etc. that will be part of your internship, relating them to your learning objectives.
- (2) Academic component: List reading, writing assignments, contact with your faculty sponsor, etc. that will help you meet your learning objectives.

We have read the guidelines listed on the reverse and agree to the learning contract as outlined above.

Student	Date	Faculty Sponsor	Date	Internship Supervisor	Date
SLN:					
Issued by:		Entry Code:		Date:	

GUIDELINES FOR HISTORY INTERNSHIPS – HIST 495

Credit for this course is based on:

1. Satisfactory performance at your work site or agency, for the required number of hours.
2. Fulfillment of the terms of your Learning Contract with your faculty sponsor.
3. Satisfactory completion of a final project, usually a paper. The project must be done under the guidance and with the approval of your faculty sponsor.

At the time your learning contract is signed, you and your faculty sponsor should decide how frequently to meet together during the quarter. As a guide, you should probably meet at least once every 2-3 weeks. Failure to meet with your faculty sponsor as agreed in the Learning Contract may result in a failing grade for HIST 495.

Unless you and your faculty sponsor agree on an alternative project, you will be required to submit a paper to your faculty sponsor at the end of the quarter. This paper is an essential part of the fieldwork experience and should reflect thought and careful planning with your faculty sponsor throughout the quarter. A journal or log that reflects only your daily experiences on the job is not acceptable. Your paper should be an academic analysis of an issue or issues growing out of your internship experience. Use relevant books or articles, class readings, and other reference sources to give depth and a broader perspective to your own experiences. Your faculty sponsor will be able to help you with the selection of appropriate readings. Use your experience to test theories you may have learned in class. Tie your academic interests to your fieldwork experience.

Your paper should also include a preface or epilogue that permits you to evaluate the learning experience. What were your goals for the internship? Did you meet them? What were your responsibilities? Did they change or grow during the quarter? Did your ideas and attitudes change as a result of this experience?

Papers should be 7-15 pages, typed, and double-spaced. Include footnotes if appropriate, and a bibliography. All papers should maintain the confidentiality of information received concerning individual co-workers, clients, or other personnel.

Please note: **Graduate and non-matriculating students may not take this course.**