

GEORGIA STATE UNIVERSITY DEPARTMENT OF HISTORY
HISTORY 4980 INTERNSHIP
Information and Application Packet

PURPOSE OF INTERNSHIP

The History Internship Program complements students' classroom education with practical experience in the field. Internships provide students the opportunity to explore career options, network with professional contacts, and enhance their marketability upon graduation. Interns work in a wide range of agencies and institutions, in areas including government and public policy, public history and museums, archival management, historic preservation, non-profit management, media and education. The objective of our internship program is to provide students with actual work experiences where they will apply their analytical, research, and communication skills in professional settings and write academically about their work experiences. Students are under the direction of the Internship Director, Dr. Eliza Martin, throughout the term of the internship.

EARNING ACADEMIC CREDIT HOURS

The Department of History offers academic credit hours to eligible students who complete an approved internship. Students can earn 1 to 4 hours of academic credit, depending on the number of internship hours completed. Students select how many credit hours they desire to earn on PAWS/GoSolar before class registration closes for the semester. Students are responsible for registering for the correct number of credit hours.

Credit Hours	Fall/Spring Semester (12 Weeks)	Summer Semester (7 Weeks)
1	4 Hours/wk, 48 Total	7 Hours/wk, 49 Total
2	8 Hours/wk, 96 Total	13 Hours/wk, 91 Total
3	12 Hours/wk, 144 Total	20 Hours/wk, 140 Total
4	16 Hours/wk, 192 Total	27 Hours/wk, 189 Total

* Students may structure their internship schedule in any way is that is mutually conducive to the organization and the student so long as the total required hours are completed by the end of the semester.

NOTE: No credit will be awarded for work completed prior to the start of the semester for which you apply.

STUDENT ELIGIBILITY

Applicants must meet the following requirements:

1. 3.0 overall GPA
2. Completion of HIST 3000 and at least one 4000---level HIST course

APPLICATION PROCESS

Students should apply for the internship program well in advance of the semester of actual enrollment. All application materials are due by the following dates. Incomplete/late applications are not accepted.

Fall Semester - June 15
Spring Semester - October 15
Summer Semester March 15

Students must submit the following in order to apply:

1. Internship Application (see attached).
2. A typed one-page statement of purpose. Please discuss what you hope to gain from the internship and how it relates to your career goals.
3. Reference form, (see attached) completed by a GSU History faculty member.
4. A printed copy of your Academic Evaluation (available on PAWS/GoSolar).

Upon acceptance into the program, students are responsible for the following:

1. Register for HIST 4980. Students may modify the number of credit hours through GoSolar.
2. Apply to internship sites. Unofficial sites must be approved by Dr. Eliza Martin.
3. Finalize internship arrangements and submit the Internship Proposal Form. Forms must be submitted by the following dates:
Fall Semester - July 25; Spring Semester - December 7; Summer Semester - April 25

STUDENT RESPONSIBILITIES

Students are responsible for finding and applying to their internship sites. Once accepted, the student is expected to participate fully in the operation of the agency, communicate effectively with the site supervisor and staff, and maintain a professional demeanor throughout the internship. Student must also meet course requirements and attend regularly scheduled meetings. Upon completion of the internship, students produce an analytical essay, detailing the work completed and knowledge gained in the field. Grades are based on attendance at scheduled meetings, completion of written work assigned by the Internship Director, and the site supervisor's evaluation of the student's performance as an intern.

SITE SUPERVISOR

The major responsibility of the site supervisor is to guide the internship experience of the intern while he or she is on site. The supervisor will make the final determination as to whether a student is qualified to complete an internship with the organization. At the end of the internship period, the supervisor will be asked to complete an evaluation of the student's performance as an intern.

CONTACT INFORMATION

Dr. Eliza Martin is the Internship Director for the Department of History. Organizations should contact Dr. Martin regarding student matters and placement opportunities. She can be reached at emartin29@gsu.edu.



DEPARTMENT OF HISTORY
College of Arts and Sciences

P.O. Box 4117
Atlanta, GA 30302-4117

APPLICATION FOR HIST 4980: INTERNSHIP

Which semester and year are you applying for? SPRING SUMMER FALL Year _____

PLEASE PRINT CLEARLY IN INK OR TYPE

DATE	NAME	PANTHER #
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Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Cell Phone _____

GSU email address _____

Major _____ Minor _____

STUDENT ELIGIBILITY

- 3.0 overall GPA
- Completion of HIST 3000 and at least one 4000-level HIST course

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- A reference form completed by a Georgia State University History faculty member
- A one page statement of purpose detailing what you hope to gain from the internship and how it relates to your career goals
- A copy of your Academic Evaluation (can be obtained on GoSolar)

**Please submit your application to the Front Desk of the Department of History or email to emartin29@gsu.edu.
Incomplete or late applications will not be accepted.**

STUDENT ACKNOWLEDGEMENT: In signing this application, I certify that I have read and met all eligibility criteria for the HIST 4980 Internship course.

Student Signature

Date

We will contact you at your student email address about the status of your application within 2 weeks following the application deadline.



CONFIDENTIAL REFERENCE FORM

LAST NAME	FIRST NAME	MIDDLE INITIAL
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Applicant's Statement Concerning Right of Access to Confidential Reference

- I hereby freely and voluntarily *wave my right* to any information contained in this reference.
- I *do not wave my right* to any information contained in this reference.

Student Signature Date

FOR FACULTY USE ONLY

The individual listed above has given your name as a reference for participation in the history department's internship program. Your assessment of the applicant will assist the department in making a decision concerning entry into the program. Please return this form in a sealed envelope. Alternatively, you can email the document to Dr. Martin at emartin29@gsu.edu.

- How long and in what capacity have you known the applicant?
- Please rate the applicant relative to other GSU students you have taught.

	Superior	Excellent	Average	Fair	Poor	N/A
Academic Performance						
Intellectual Ability						
Analytical Thinking						
Written Communication						
Oral Communication						
Maturity						
Initiative						

Please feel free to include additional comments on the back of this form or in a separate document.

Faculty Signature Faculty Printed Name Date



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INTERNSHIP PROPOSAL FORM

Name of Intern: _____

Panther#: _____ Email: _____@student.gsu.edu

Internship Site: _____

Supervisor's Name & Title: _____

Phone: _____ Email: _____

Dates of internship: _____ Hours per week: _____

Description of intern's responsibilities and duties (attach additional sheets if necessary):

Supervisor's Signature

Date

Intern's Signature

Date

Email completed form to the History Department's Internship Director:

Dr. Eliza Martin, emartin29@gsu.edu
Department of History - Georgia State University