

IAR: 690 Internship Packet

Required for Graduate Concentrations in
Historic Preservation and
Museum Studies *and*
Post-Baccalaureate Certificate in Historic
Preservation

UNCG Department of Interior Architecture
IAR/HIS 690 Internship

Requirements for Graduate Students in the Historic Preservation or Museum Studies Concentration *and* Post-Baccalaureate Certificate Students

Purpose

The primary purpose of the internship requirement is to provide students with professional hands-on experience in their chosen field. Students will propose a project or work experience in cooperation with a professional supervisor at a historic site, museum, cultural resource management firm, preservation group, design firm, government agency, or consulting firm. Internships should accomplish several goals:

- give students professional experience in some aspect of historic preservation or museum studies,
- help students define their career goals,
- help students network with professionals within their field,
- encourage students to apply ideas and techniques learned in the classroom in a work environment.

Credit Hours: 3 credit hours/160 hours of work experience.

Procedure

• **Complete Prerequisites:** Students must complete 12 hours of required course work in historic preservation or museum studies before beginning an internship. The 12 hours must include the following:

Historic Preservation: IAR/HIS 543, IAR/HIS 624, and IAR/HIS 625 or
Museum Studies: IAR/HIS 626 and IAR/HIS 627

• **Identify an internship and a professional supervisor:** Students should work with their advisor to identify appropriate internships. Internships must include a well-defined project or experience that furthers both the professional training of the intern and the mission and/or programmatic needs of the host institution/firm.

• **Submit a proposal:** Students must write a proposal (2-3 pages) giving a detailed overview of the internship project/experience, identifying their career goals, and explaining how the specific internship will further these goals. Proposals should be submitted to the advisor for review by April 30th for summer internships, by August 15th for fall internships, and by November 30th for spring internships.

• **Obtain advisor's approval:** The proposal must be approved by the advisor prior to registering for the internship.

• **Execute Instructional Agreement:** UNCG requires that the sponsoring department have an instructional agreement with each host institution stating the rights and responsibilities of all parties involved in the internship. After the agreement is signed by all parties, a copy will be retained in the student's file and a copy will be returned to the host institution. This agreement must be signed by all parties before the internship begins.

IAR/HIS 690 Internship Evaluation

Grading: Pass/Fail

Project/time on the Job:

We expect students to treat the internship like a professional job. This means keeping regular hours (8-40 hours per week), observing the rules and deadlines of the institution, and attending regular staff meetings. Students are encouraged to attend staff meetings because this allows students to see how their work fits into the larger program of the organization and it gives them an opportunity to network.

Journal:

Each student must keep a work journal (one entry per week) reflecting on his/her internship experience. The journal will be submitted to the advisor for evaluation at the end of the internship.

Final Essay/Oral Presentation:

Students are required to write an essay (5-7 pages) critically evaluating and reflecting on the internship experience. The paper must be submitted to the advisor at the end of the term in which the internship is taken. For a more detailed description of the essay, see the Internship Reflection Essay section.

Student should be prepared to make formal presentations of their internship experience. The presentations are scheduled during the academic year and will be open to faculty, professional mentors, and student peers.

Evaluation by professional supervisor:

The supervisor will evaluate the student's performance using the evaluation form provided with the internship agreement. If the supervisor so desires, s/he may also write a general letter of evaluation or recommendation to return to the advisor with the evaluation form. Letters and evaluations will be considered confidential and will be kept on file by the advisor.

Internships for Double Concentrators:

Students who choose to pursue both concentrations must complete two internships, one in museum studies and one in historic preservation.

IAR/HIS 690 Internship Substitution Policy

Internships are vital in preparing students for professional work. There is, indeed, no substitute for professional work experience gained in an internship setting. We encourage all students, including those with full-time work experience to complete an internship. However, in exceptional cases, students with significant professional experience in the field may substitute an additional course from the concentration offerings for the required internship. Students working toward the MA in History, the MS in Interior Architecture, or a Post Baccalaureate Certificate may apply for the substitution.

Eligibility:

Students with significant work experience are eligible. Professional work experience includes full-time work employment (at least 30 hours per week for at least 12 months) in a cultural resource agency, consulting firm, preservation organization, or AAM accredited museum.

Course Credit:

Students who choose not to pursue the internship, must still complete the 36 hours of course credit for the master's degree or 15 hours for the certificate. The course substitution should be from the list of approved electives for museum studies and historic preservation and must be approved by the advisor.

Substitution Application:

Students in IAR and Historic Preservation Certificate Students must meet with the IAR Director of Graduate Study to discuss the options and, subsequently, submit a short (1-2 pages) request for substitution.

Students in the History Department who wish to pursue this option must consult with their mentor and the public history coordinator. Secondly, they must submit a written statement (1-2 pages) explaining how an additional course in public history would serve their career goals more effectively than an internship. Students should include an overview of their professional work experience. The statement should address the following: the length of service, the type of institution and work performed, and the relationship of the work to the student's career goals. The public history committee will review the proposal. Only the Director of Graduate Study can grant the substitution of a course for an internship for History students.

IAR/HIS 690 Internship Proposal

Please fill out the following form, attach your proposal statement and return to Jo Leimenstoll for review by April 30th for summer internships, by August 15th for fall internships, and by November 30th for spring internships.

Name: _____

Degree/Certificate seeking: _____

Expected Date of Graduation: _____

Have you completed the required courses in your concentration? ____ yes ____ no
(Preservation: 543,624,625; or Museum Studies 626, 627, + approved elective)

If not, when do you plan to complete the required courses? _____

Proposed Internship

Place of work: _____

Address: _____

Professional Supervisor:

Name: _____

Title: _____

Phone number: _____

Email address: _____

Date you will begin your internship: _____

Date you will end your internship: _____

Number of hours you plan to work each week: _____

Will you be able to attend staff meetings? _____

(over)

Internship Description (to be submitted with proposal)

Please attach a 1-2 page description of the project/work experience you will be involved with during your internship. Address the following questions as part of your proposal.

- I. What sort of project(s) will you work on during your internship?
What will the final product(s) be?
Will you be a part of a team or work alone?
- II. How will the internship experience build on the courses you've taken at UNCG?
- III. How does the proposed internship further your career goals?

Internship Reflection Essay (to be completed at end of internship)

An internship builds skills and professional connections, but it also allows students to explore career options and reflect on where they belong within the field—where their personal interests lie, what sort of work environment suits their temperament, how their training has or has not prepared them to move forward, and what professional opportunities they next want to pursue.

In light of these issues, please use **approximately 5-7 pages** to step back from your recently completed internship and reflect on its meaning and significance to you and your career.

In doing so, you might want to consider the following:

- *Briefly*, what were your main duties and accomplishments during the internship?
- Overall, what was valuable to you about the internship?
- What surprised you the most about the experience?
- Did the internship lead you to any insights about *how* like to work (schedule, degree of collaboration, public contact, etc.)?
- Did it lead to any new ideas about the career path you hope to pursue?
- Did your coursework prepare you for the work, or did the ideas from the classroom seem a million miles away?
- If you could do the internship process all over again, what would you do differently?
- What could the department do differently to help?

