**Internship Data Sheet**

*Thanks for completing all the information below for entry into the Internship Inventory.*

**Student**

Banner ID:

First Name:

Middle Name/Initial:

Last Name:

ASU Email:

Address:

City:

State:

Zip Code:

Phone:

GPA:

Major:

**Emergency Contact**

(Who may we contact in case of emergency)

Name:

Relationship:

Phone Number:

**Agency Details**

Agency Name:

Phone:

Address:

City:

State:

Zip Code:

**Physical location of internship**

Same as internship details above

*If different than above*

Domestic or international (please circle one)

Address:

City:

State:

Zip Code:

Country:

**Faculty Supervisor**

First Name:

Last Name:

**Internship Site Supervisor Information**

First Name:

Last Name:

Title:

Phone Number:

Email:

Fax:

Address:

City:

State:

Zip Code:

Country:

**Course Information**

Internship Start Date:

Internship End Date:

Course Title: Internship in Public History

Credit Hours:

Average Hours per week:

Circle one: HIS 4900 (ug) or HIS 5900 (g)

**Compensation**

Unpaid

Paid:

Pay Rate:

Average Hours per Week:

**Internship Addendum**

The student will need to draft a document that contains the following:

1. Educational objectives of the internship: These are the broad categories of what you’re hoping to learn.
2. How the objectives will be accomplished: What will you be doing at the site? Is there any particular technology or type of historical work that you’ll be working with?
3. Methods of evaluation: Note that you’ll be sending bi-weekly reports (for internships that last longer than 5 weeks) or weekly reports (for internships that are 5 weeks or less) to your professor. If these will be blog posts, note that as well. You will also complete a self-reflective essay, based on a prompt sent by the professor. Your Internship Site Supervisor will evaluate you on site and will complete an evaluation at the end of your term.
4. Start and end dates of on-site responsibilities, along with a schedule for how you will complete your work hours, if the professor deems this necessary.

A draft of the above needs to be shared with your Faculty Supervisor and approved before the internship can be approved. The supervisor will need an electronic copy, and you should bring an approved paper copy along with this completed form.

The university requires insurance, which is approximately $12 and will be added to your account. More information is here: https://graduate.appstate.edu/faculty/program-director-and-advisor-resources/enrollment-program-study-graduation/internship

**Required Signatures:**

History Faculty Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

History Department Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Dean’s Office, College of Arts & Sciences, IG Greer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_