**Internship Data Sheet: Internship in Public History**

*Complete all the information below for entry into the Internship Inventory. Further information about the registration process is at the end of this document. Contact your faculty supervisor with any questions.*

**Student**

Banner ID:

First Name:

Middle Name/Initial:

Last Name:

ASU Email:

Phone:

GPA:

Major:

**Emergency Contact**

Name:

Relationship:

Phone Number:

**Physical location of internship**

Place x by correct option:

Domestic

International

Address:

City:

State:

Zip Code:

Country:

**Course Information**

Internship Start Date:

Internship End Date:

Place x by correct option:

HIS 4900 (ug)

HIS 5900 (g)

Credit Hours--Place x by correct option:

3

6

Other:

**Faculty Supervisor**

Place x by correct option:

Dr. Andrea Burns

Dr. Kristen Baldwin Deathridge

Other (add name):

**Agency Details**

Agency Name:

Phone:

*If different than physical location of internship:--*

Address:

City:

State:

Zip Code:

**Internship Site Supervisor Information**

First Name:

Last Name:

Title:

Phone Number:

Email:

*If site supervisor information is different than agency--*

Address:

City:

State:

Zip Code:

Country:

**Compensation**

Place x by correct option:

Unpaid

Paid

Pay Rate:

Average Hours per Week:

**Internship Addendum: Please Complete Before Submitting This Document to your Faculty Supervisor!**

The student will need to include information at the end of this 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.

This information is generally between half a page and a page long, but it can be as short or long as needed to share the information.

**Important Information**

**Before you can register for your internship, please follow these steps:**

1. Complete this internship data sheet, *including the addendum*, and share an electronic copy with your Faculty Supervisor. Change the name of the file so that the “StudentName” and “Year” sections reflect your name and the year you’ll be completing the internship.
2. After this form is approved by the faculty supervisor, an internship contract will be generated by either the faculty supervisor or History Department staff. The contract will be emailed to you.
3. You are responsible for signing this contract, and getting the signatures of your site supervisor and faculty supervisor. Signatures may be collected on emailed scans or photos of the contract. Digital signatures are acceptable (but typed names are not).
4. After all signatures are acquired, the contract will be uploaded by either your faculty supervisor or History Department staff to the ASU Internship Inventory. After the College of Arts and Sciences reviews and approves the contract, you will be *automatically registered* for the internship.

\*Once this data sheet and addendum are completed, it can take at least one week to complete the process. You cannot begin the internship before you are registered, so plan accordingly.

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

**INTERNSHIP ADDENDUM** (see instructions on p 3 for how to complete this section)