

Public History Graduate Internship
The University of Texas at El Paso
HIST 5390 (CEL) (CRN XXX)
2020

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Course Overview:

History 5390 (CEL*) is a public history internship course designed to familiarize students with the practice of public history through hands-on experience. Interns will perform at least six hours of work per week and submit the writing assignments described below.

This course provides students the opportunity to see how the theories and issues in the field of public history actually function. A well-done and well-documented internship can be an asset as students move ahead in their careers as scholars, historians, and public historians. Prior to beginning the internship, students must make arrangements with the internship site that include a schedule and specific work expectations. In order to pass the internship, students must fulfill the course objectives, receive a favorable review from their internship site supervisor, and submit all required assignments. Public History Internships are open to all graduate students in History and, upon approval, to graduate students in fields related to history.

*The “CEL” designation for this course stands for “Community Engagement & Leadership” and is part of a new certificate program in the College of Liberal Arts (full details to be provided in class). The purpose of this CEL course is to strengthen students’ understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders. Please also note that course assignments and assessments are developed in line with UTEP’s “Edge Advantages” goals.

Learning Objectives aligned with UTEP Edge:

Upon completion of this course, students will:

- Understand how his or her academic training as a historian can be applied in professional workplaces and in advancing the work of public history institutions and organizations. (UTEP Edge: team work, communication, leadership).

- Be familiar with operations of a public history institution, including such things as the institution's mission, vision, leadership structure, staffing, finances, and programming. (UTEP Edge: critical thinking, leadership)
- Have received information and mentorship regarding professional careers, professional organizations, and future employment. (UTEP Edge: confidence, leadership)
- Familiarize herself/himself with social justice issues occurring locally and regionally. (UTEP Edge: Social responsibility.)

*UTEP Edge is a student success initiative that provides high impact experiences for students.

Evaluation:

- Weekly Journal Entries (15 entries): These journal entries should describe the intern's activities at their internship site. The entries should clearly explain how the internship experience is fulfilling the intern's learning objectives. Each entry should conclude with a reflection on what the student has learned through their internship experience. Each entry should be approximately 250-500 words in length and should be emailed to yleyva@utep.edu by Monday of each following week. Use the subject "Journal entry."
- Exploratory Journal Entries (8 entries): These journal entries are designed to help interns better understand the site where they are working. Students should discuss with the faculty advisor how and when these should be submitted. Ideally, the information needed to complete these entries will be gathered through careful observation, research, and conversations with the professional staff at your site. The write-up for each entry should be approximately 250-500 words in length. Each entry should be emailed to yleyva@utep.edu by the due date. Use the subject "Exploratory journal entry."
 - Entry #1: Professional Expectations (What is your work schedule? What are the policies on sickness, tardiness, and dress code? What are your supervisor's expectations?) Due September 7, 2018.
 - Entry #2: Overview & Organizational History (What is your institution's history? How has the organization has changed over time?) Due September 21, 2018.
 - Entry #3: Mission and Programs (What is the current mission and vision of the organization where you are interning? How does the organization's programming reflect the organization's mission?) Due October 5, 2018.
 - Entry #4: Leadership and Governance (What is the leadership structure of your organization? Does the organization have a board or other governing body? What is the role of the board or governing body? If possible, see if it would be possible for to attend a board meeting where you can observe the board's governance in action.) Due October 19, 2018.

- Entry #5: Financial Operations (How does the organization fund its operations? What are the major sources of revenue? What are the major operating expenses for the organization?) Due November 2, 2018.
- Entry #6: Staff (Who are the staff members that work at your organization? What training, education, or experience do they have that has prepared them for the work that they do? What advice do the staff members at your site have for students who might be interested in pursuing work in this field?) Due November 16, 2018.
- Entry #7: Professional Networks & Organizations (Does the organization and its staff see itself as part of a larger community of professionals? Are they involved with professional organizations or networks? What role do those formal or informal connections play in their daily work?) Due November 30, 2018.
- Entry #8: Assessing Your Site (How successful is your internship site at fulfilling its mission? What seem to be the greatest challenges the organization faces? What would you consider to be its greatest successes?) Due December 14, 2018.
- Final Paper: This paper should describe the work you did during your internship and explore how it connects to your overall graduate education. The paper should culminate in a discussion of how this experience will serve you in your post-graduate career. This paper, which should be 8-10 pages in length, must be submitted to your site supervisor and your faculty supervisor. Due December 17, 2018.
- Written Evaluation from Site Supervisor: A written evaluation from the on-site supervisor is a critical component in determining whether the student has fulfilled their responsibilities as defined in the internship application.