History 369
Practicum Syllabus and
Student and Internship Director Contract Form

Internship Coordinator
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Course Description
1-3 credits. Prerequisite: Permission of the Internship Coordinator (Professor Zanoni). Only Junior and Seniors are allowed to complete an internship for credit.

Course Objective
The objective of this course is to provide students hands-on experience in a variety of public history fields, including, but not limited to, archives, museums, libraries, government/civil offices, or private business and non-profit organization. This course should not be used for student teaching or teacher preparation programs. Please see a list of history-related internships at the end of this document. This list is not exhaustive; it includes internships that ODU history majors have done in the recent past.

Registration
The student is responsible for locating an acceptable internship and establishing an agreement with an Internship Director at that institution. Please note that many archives and foundations require that students formally apply and be accepted for internship positions. After the student procures the internship, he/she must take the following steps in order to register for HIST 369:

1) Meet with the Internship Coordinator in the History Department (Professor Zanoni) in order to obtain official Departmental permission.

2) Make an appointment with Matthew French, Internship Student Coordinator at the ODU Career Management Center (mfrench@odu.edu). The Career Management Center (Batten 1006B) provides orientations that prepare students for successful internship experiences.

   Steps to Making an Appointment with Matthew French
   Go to www.odu.edu/cmc
   Click on CareerLink (located on the right hand side)
   Login using your MIDAS information
   Click Make an Appointment (located on the right hand side)
   Choose your appointment type (i.e. Internship, resume etc.)
   Choose Co-op/Internship Coordinator-Matthew French (That's Me)
   Click the Calendar and choose your meeting time
   Fill in your info and submit!
3) Register for HIST 369 Practicum on LEO Online.

4) The student must then sign the internship contract (below) and have their internship director likewise sign the contract. The student must submit this signed contract prior to the beginning of classes for the registered semester.

**Internship Director**

The Internship Director is the person in charge of student interns’ daily activities at the internship site. The Internship Director is responsible for supervising the students’ tasks, evaluating their performance, and ensuring that the internship is a valuable educational experience related to the history profession. The Internship Director is also responsible for submitting a midterm and final report to the Internship Coordinator (Professor Zanoni) via email (ezanoni@odu.edu) that provides a brief evaluation of the intern’s performance. This report should qualify the performance as “excellent,” “good,” “average,” “poor but satisfactory,” or “unacceptable.”

**Assignments**

Interns are responsible for submitting a 1,000-word midterm and final reflection paper. These papers must discuss the students’ activities, the problems they faced, the things they learned, and the value (or lack thereof) of the internship to their overall education as a history major/minor. The essay should also include more general information regarding the particular occupational field in which the internship is related. This essay should be a well-written, formal document that will be graded by the internship coordinator for both content and presentation.

**Summary** of Assignments:
- **Midterm**: 1,000-word reflection paper
- **Final**: 1,000-word reflection paper

*The student intern must also remind their Internship Director to submit via email a short midterm and final evaluation of his/her performance.*

**Grading**

Students enrolled in HIST 369 will receive a pass or no pass grade. Students must submit the final reflection paper to the Internship Coordinator one week before the end of the semester so that the Internship Coordinator has time to evaluate, provide comments, and post students’ final grade. That grade will be determined by the Internship Coordinator in conjunction with the Internship Director.
Important Dates
   Semester of Internship____________________________
   Signed Contact Due to Intern Advisor_________________
   Midterm Report and Evaluation Due__________________
   Final Report and Evaluation Due_____________________

Internship Specifics
   Institution______________________________________
   Address________________________________________
   Director________________________________________
   Position________________________________________
   Phone Number___________________________________
   Email Address___________________________________

Contract Signature
   I agree to the conditions for this internship as stated above.

______________________________  ____________________________
          Intern                                Internship Director

______________________________
     Internship Coordinator
List of possible internships in or near the Hampton Roads area:

**Bacon’s Castle in Surry, VA**
Bacon’s Castle is a 17th century English formal garden and Virginia’s oldest surviving brick dwelling. [http://preservationvirginia.org/visit/historic-properties/bacons-castle](http://preservationvirginia.org/visit/historic-properties/bacons-castle)

**Heritage Museum and Gardens, Norfolk, VA**
The Heritage Museum and Gardens is an early 20th century Arts-and-Crafts estate. [http://heritagemuseumsandgardens.org/](http://heritagemuseumsandgardens.org/)

**Old Dominion University Special Collections and University Archives, Norfolk, VA**
The Special Collections houses the University Archives, Manuscripts, and books and printed material relating to Virginia and Tidewater History. Perry Library, Old Dominion University [http://www.lib.odu.edu/specialcollections/](http://www.lib.odu.edu/specialcollections/)

**Hampton Roads Naval Museum, Norfolk, VA**
*Please note that the Hampton Roads Naval Museum is offering a paid internship this summer 2013. The application is due April 15th.*

**Hunter House Victorian Museum, Norfolk, VA**
The Hunter House is a late 19th century Victorian House and Museum [http://www.hunterhousemuseum.org/](http://www.hunterhousemuseum.org/)

**The MacArthur Memorial, Norfolk, VA**
The MacArthur Memorial is research center related to the life and career of General Douglas MacArthur [http://www.macarthurmemorial.org/gi_internships.asp](http://www.macarthurmemorial.org/gi_internships.asp)

**Jamestown-Yorktown Foundation in Williamsburg, VA**
The foundation runs the Jamestown Settlement and the Yorktown Victory Center, two living-history museums. [http://www.historyisfun.org/Contact-Us.htm](http://www.historyisfun.org/Contact-Us.htm)
*Please note that applications for summer internships are due April 15th.*

**Colonial Williamsburg Foundation in Williamsburg, VA**
The Foundation operates Colonial Williamsburg, the world’s largest living history museum. [http://www.history.org/](http://www.history.org/)
*The Colonial Williamsburg Foundation is currently offering paid summer internships for students of African descent.*