

HIST 398 Undergraduate Internship

Spring 2017

Internship Coordinator: Dr. Kyle Roberts (kroberts2@luc.edu)

Office Location: Crown Center 525

The Undergraduate Internship Program allows students to earn three course credit hours while gaining valuable professional experience as an intern outside the classroom in public and private institutions engaged in history-related projects. This course fulfills the Engaged Learning requirement of the Core Curriculum. Interns work for a minimum of five hours per week (75 hours a term) in an internship position jointly agreed upon by the student and the internship director.

Completing Registration in LOCUS:

All Loyola undergraduate students enrolled in an engaged learning course are required to enter their engaged learning site information and learning objectives in LOCUS to substantiate the experience. This information is used for institutional research, documentation, and risk management purposes. If you need assistance completing this entry, please follow the tutorial at: <http://www.luc.edu/experiential/forstudents/locustutorial/>

Blogging:

Interns are required to keep a weekly blog that documents the progress of the internship, detailing such matters as tasks undertaken, knowledge or skills acquired, and problems encountered and resolved. Blog posts are to be relatively informal in nature and should be a few hundred words in length. (To see examples of what past interns have done with their blogs, see the blogroll at <http://loyolaundergraduateinternships.blogspot.com/>). Students can use Blogger, Tumblr, or WordPress as the platform for their blogs. Interns should set up their blogs the first week of class and email the url to the Internship Program Coordinator (kroberts2@luc.edu).

Final Class Meeting:

Interns are also required to gather one last time after classes end to reflect on their experiences over the semester. At this final meeting, students will discuss a common reading for the semester, Andrea A. Burns, *From Storefront to Monument: Tracing the Public History of the Black Museum Movement* (UMass Press, 2013; ISBN 9781625340351). Copies will be available for purchase at the Loyola bookstore and on reserve at Cudahy.

Final Reflection Paper:

Interns are required to write a final paper that reflects on their experience of the internship. The paper should be around 1000 words and should reflect on the following prompt:

Loyola University Chicago Mission Statement: "We are Chicago's Jesuit, Catholic university – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith."

Holding in mind the University's mission statement, please compose a written reflection that explains:

- *How did you connect your in-class and out-of-class Engaged Learning experiences?*
- *How did your Engaged Learning experience help you connect to the University's mission?*
- *How did the Engaged Learning experience in this course affect your personal, intellectual, civic, and/or professional development?*

The final paper should be emailed to Prof. Roberts (kroberts2@luc.edu) by 4 pm on December 4th. The paper should be submitted electronically

Grading:

The final grade will be made up of three components:

- Internship Blog 40%
- Supervisor Evaluation 40%
- Final Paper 20%

Spring 2017 Course Schedule:

January 17th, 7 pm:	Meet as group to set-up blogs, talk about expectations
January 19th, 4 pm:	REGISTRATION DEADLINE
Semester:	Intern at least five hours a week, blog once a week
April 30, 5:30 pm:	Meet to discuss common reading, submit electronic copy of final paper