

HOW TO FIND A HISTORY DEPARTMENT INTERNSHIP

Internships are invaluable for a number of reasons: they help you gain professional experience, establish career contacts, build your resume, try out jobs, and earn academic credit. Internships are available locally or anywhere in the U.S., and can be pursued during an academic semester, winter session, or summer. To earn academic credits, you will need to have a faculty advisor and register with the career services office.

**** Note: Applicants for internships must have at least a 2.25 GPA and have completed 45 credits toward graduation. ****

Beyond the job itself, what is an intern required to do to successfully complete an internship? Faculty advisors vary in the work they expect you to do, but at a minimum you will be expected to provide your advisor with frequent (every week or daily) journal accounts describing your internship activities, and one or two "reflective" essays explaining how your internship relates or contributes to your academic program and life plans. Depending on your faculty advisor, you may submit the reflective essays in one installment or in two parts (at the midpoint and end of your internship). The **total** number of pages for the reflective essays should be in the eight to ten page range.

Now that you've decided to take advantage of this great opportunity, how do you find an internship?

You should begin by thinking broadly and creatively about your career goals. If you know you want to work in politics after graduation try looking for opportunities with a legislator or public policy group. If you want to work in a public history field look for opportunities at a museum or historic site. Likewise, if you are contemplating law school, doing an internship in a legal field (law office, courthouse, or legal clinic) can help you decide if that's the career for you. The career potential for history majors is limitless, so don't feel you need to limit yourself to history related internships.

The next step is to locate possible internships. There are several places where you can go to find this information:

- The History Department has an Internship Binder that lists positions by city. This binder is located in the Herter Hall 6th floor lounge across from the elevators. We also have internships posted on the Internship bulletin board outside of Herter 613, where they are listed locally, for the Boston metro region, or nationally.
- The Field Experience Office has a searchable database of internships. To access this database you need to attend an orientation workshop and should contact Career Services for dates and times (<http://www.umass.edu/careers/>).
- Other internship databases and postings are available by visiting the websites listed on the back of this sheet. **These website are terrific resources!!**
- If you have a job in mind that isn't listed in any of these places (i.e., with your uncle the publisher, with your grocery store owner who ran for political office and won), contact the organization to see if it is willing to take on an intern!
- Talk to the History Department's Internship Advisor, Maria Abunnasr. To set up an appointment, email her at internships@history.umass.edu or **stop by to visit at 603 Herter Hall.**

After locating an internship you should follow the organization's internship procedure. If there isn't an application listed on the website, contact it via phone or email to find out how to apply.

Once you've secured an internship you need to register for academic credits. To do this, complete an Internship Academic Contract with a faculty advisor. The contract should detail the location of the internship, its start and end dates, hours worked per week, your responsibilities, and a description of the papers you will submit to the faculty advisor. For more information about this contract and other administrative details, see the handout, "How to Register for an Internship." This handout is available on the Internship bulletin board outside of Herter 613, or from the department's Internship Advisor.

Websites to help you find internships:

<http://www.umass.edu/careers/>

A good starting point is the Career Services website to which you can gain access by going to the Field Experience Office, registering with them, and attending an orientation meeting. That process will allow you to start exploring the wide range of internship opportunities listed on the internship link. Contact them at 5-6265 or 5-6267 to schedule an orientation meeting.

www.hireculture.com

Searchable database of cultural employment opportunities in Massachusetts. Search by job category or region to find listings of full and part-time professional opportunities. You can also search for internship and volunteer opportunities.

www.preservenet.cornell.edu/employ.html

Lists internships in historic preservation. Also has good links to other internship sites.

www.tvjob.com

Lists opportunities for jobs and internships in television nationwide.

www.museum-employment.com/jobindex.html

The Museum Employment Resource Center lists jobs and internships opportunities all over the country.

www.nemanet.org/nemajobsonline.htm

NemaJobs is the New England Museum Association and they list positions in museums, historical societies, schools, libraries, and companies, and include all types of museum jobs, from entry level through directorships.

www.ncph.org/jobs.html

The National Council for Public History lists links to job and internship opportunities. Make sure to check job links for other useful web sites.

www.si.edu/search

The Smithsonian Institute (over 235 departments) offers hundreds of positions a year. Type "internship" in the search box and check out the results.

<http://www.archives.gov/careers/>

The National Archives and Records Administration invites undergraduate and graduate level students to submit applications for their nationwide voluntary internship programs.

www.thesca.org

The Student Conservation Association provides expense-paid internships at National Parks throughout the country. Most include a living stipend, housing and transportation. Search by category, i.e. history interpretation or by location.

<http://museumcareers.aam-us/search.cfm>

American Association of Museums site, with searchable database of jobs and internships.

www.twc.edu

The Washington Center for Internships and Academic Seminars offers students a tuition waived internship (and with a 3.0 cum, a \$5000 stipend) in Washington, D.C. and abroad in a wide range of organizations from Arts and Humanities, to Business and Economics, Communications, and Politics.