

The _____
And University of Massachusetts-Amherst Public History Program
Internship for _____
Scope of Work

I. General

The University of Massachusetts Public History Program (PHP), a concentration within the degree requirements for an M.A. in History, requires internships of approximately 300 hours (20 hrs/week during the semester, or 37 hrs/week for 8 weeks during the summer); students register for 6 credits of History 698. Internships that satisfy the intellectual and professional goals of the degree candidate, the demands of the degree program, and the needs and interests of the host institution will be arranged by representatives from the host institution together with the directors in consultation when appropriate with the History Department chair. In partial fulfillment of that requirement, _____ will be undertaking a _____ credit internship of approximately _____ hours at the _____.

II. Background

Available to regular M.A. candidates, the UMass History Department's concentration in Public History enables degree candidates to develop skills in museum interpretation and management; archival management, editing, historic preservation, and other arenas in which historical understanding is cultivated in public settings. Candidates are required to obtain 34 credits, of which six are in designated courses from related disciplines and six in a practicum or internship.

The mission of the Public History Program is:

- To train graduate students to work on historical projects with a broad range of audiences and institutions, as well as to prepare them for entry level positions in museums, archives, and historical preservation.
- To provide historical services for area institutions and for the Commonwealth of Massachusetts.
- To advance, through research and demonstration projects, the theory of public history and how best to serve audiences for history outside the University

Internships serve all three aspects of our mission, enabling students to draw connections between theory and practice while contributing to communities of public historians. Four principles guide the development of internships that mutually benefit the student, the host institution, and the PHP.

- First, it is the policy of both the University of Massachusetts in general and the Public History Program in particular that interns not assume positions formerly held by regular employees. The reasons behind this are clear: neither wish to appear to be filling positions in neighboring communities with graduate or undergraduate students that would normally go to full-time staff paid professional wages.
- Second, internships are education placements that give students a chance to develop skills under the supervision of a professional staff member with expertise in the project area. While interns, especially at the graduate level, should have some autonomy in developing their work, they necessarily must remain apprentices to a professional from whom they'll learn this aspect of their craft.
- Third, though helping with day-to-day administrative work can be educational, and is sometimes necessary, internships should include a project with a tangible end product that students can take with them on the job market.
- Lastly, internships completed during the academic year should conform as closely as possible in terms of workload and calendar to the demands of other jobs offered graduate students at the University of Massachusetts. Typically, graduate students are expected to be at their duties from the first day of classes until the last day of final exams; they receive a break in January, and resume their duties on the same schedule for the spring semester.

III. Purpose and Need for the Intern on the part of the Host Institution

IV. Educational Objectives of the Intern

V. Scope of Work

VI. Host Institution Research and/or Resources Related to this Project

VII. End Products from Internship Experience

VIII. Delivery/Performance Schedule

All work specified shall be completed no later than _____ in accordance with the following schedule:

Product	Submittal Date

IX. Personnel/Roles and Responsibilities

The University of Massachusetts Amherst Public History Program will be responsible for overseeing logistical arrangements, as well as monitoring the ongoing relationship between the intern and the host institution. Host institution staff will oversee the intern's day-to-day work, providing information, instruction, guidance and training as appropriate. During the course of this internship, the intern will report to immediate supervisor

X. Signatures

Executive Director

David Glassberg, UMass PHP

, Intern