

The University of Massachusetts Press and University of Massachusetts-Amherst

Public History Program Internship

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, **[name of student]** will be undertaking a **[x-credit]** internship of approximately **[# hours]** at **[site of internship]**.

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

[To be filled out by supervisor: why are they interested in having an intern?]

IV. Educational Objectives of the Intern

[To be filled out by intern: what skills are you trying to develop?]

V. Scope of Work

[Describe the tasks you'll be undertaking]

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

[What does the site need to provide? Access to certain materials? Contacts in the community? This is where the site thinks through what the intern will need to succeed and make sure they can offer it, and articulate that here]

VII. End Products from Internship Experience

[what tangible products will be created? What will you have to show a future employer?]

VIII. Delivery/Performance Schedule

All work specified shall be completed no later than **[date]** in accordance with the following schedule:

[In filling out the below, include not only deadlines by which you'll complete work, but also lead-up deadlines: e.g. date by which 1st draft is due, date by which supervisor will return comments, date by which second draft is due, etc.]

Product	Submittal Date

IX. Personnel/Roles and Responsibilities

[here is where the site confirms who, exactly, is supervising what parts of your work]

X. Signatures

Internship supervisor

Marla Miller, UMass PHP

[Name of intern]