

COLLEGE of CHARLESTON

History Department Field Internship Contract and Expectations HIST 496

Over the course of the semester, each intern is expected to successfully complete the project outlined by the student (see attached description), Field Coordination, and Faculty Supervisor. Students should also expect to complete **120 hours** of on-site work or activities over the duration of the semester which should be documented in a journal (either paper or electronic). At the conclusion of the internship, the student should provide the Faculty Supervisor with a copy of the **journal** which demonstrates the student's progress and includes dates and specific information regarding individual tasks. In addition, the student should compose a **4-5 page essay** in which he or she reflects upon their experience and provides an assessment of their completed project. In order to decide appropriate evaluation for grading the Faculty Supervisor will consider both the journal, reflective essay, and consult with the Field Coordinator on the student's work, professionalism, and any other issues of merit or concern. Incomplete grades are not available for internships and a maximum of two Internships can be completed during the course of the History Major, as an internship is considered independent work.

Site of Internship: _____

As a **student** in the department of History, I agree to the above stipulations and agree to conduct myself professionally and as a representative of the College of Charleston History Department.

_____ Date: _____

_____ Contact Information

As the **Field Coordinator**, I agree to evaluate the student's work regularly and provide essential feedback to both the student and Faculty Supervisor for the best possible outcome of the student's internship.

_____ Date: _____

_____ Contact Information

As the **Faculty Supervisor**, I agree to consult the Field Coordinator throughout the internship in order to monitor the student's progress and also for the purpose of grading. Also, I agree to evaluate both the journal and reflective essay, and address any issues of concern during the course of the semester.

_____ Date: _____

_____ Contact Information