PUBLIC HISTORY INTERNSHIP

HIS-465-001                      Dr. Perky Beisel
Summer 2 2018                   Office: Dugas LAN 305
Department of History          Hours: 2:30-3:30 MTW and by appointment
                                Phone: 936-468-2093 / Email: pbeisel@sfasu.edu

Course Description
Ten to fifteen hours of hands-on experience per week in some aspect of public history such as museum, editorial, archival, heritage tourism, or historic preservation work.

Additional Course Information
History 465 provides an opportunity for an undergraduate student to complete an internship in public history for course credit. At the same time, the student also will be conducting service learning.

Prerequisites
12 hours in history and departmental approval

Student Learning Outcomes
1. The student will learn how public historians present the past to the public.
2. The student will learn the duties and responsibilities of a public historian.
3. The student will demonstrate the ability to conduct critical analysis of historic resources in a public history setting.

Program Learning Outcomes
The SFA History Department has identified the following Program Learning Outcomes (PLOs) for all SFA students earning a B.A. degree in History:

1. The student will evaluate the role of the historian in society.
2. The student will assess the significance of historical events/phenomena and analyze their historical contexts.
3. The student will locate, identify and critically analyze primary and secondary sources appropriate for historical research.
4. The student will interpret evidence found within primary sources and place those sources within their appropriate historical context.
5. The student will effectively communicate historical arguments in support of a central thesis, including the proper citation of sources using the most recent edition of the Chicago Manual of Style.

This section of this course will focus on PLOs 1, 3, and 4.
General Education Core Curriculum Objectives/Outcomes
Not applicable

Required Texts and Materials


Roe, Kathleen. Arranging and Describing Archives and Manuscripts.

Depending upon internship location and duties, there may be additional assigned readings by the professor of record and/or his/her site supervisor.

Recommended Texts
Dearstyne, Bruce W. Managing Historical Records Programs.

Hamill, Lois. Archives for the Lay Person.


Course Requirements
1. Depending upon the location and duties of the internship this may take form of historical research, public programming, exhibit design, preservation, or interpretation. Each student will be required to document and submit all work produced for the internship.

2. Each student will spend at least fifteen hours per week (sixteen-week semester) working under the direction of the local public historian. A timesheet will be required as well as a written evaluation by the site supervisor.

3. Each student will be required to have, at a minimum, bi-weekly meeting with the instructor of record. Each student will submit a mid-term and final written report explaining the activities/projects accomplished during the internship.

4. Each student, regardless of internship location and duties, will be required to read the relevant sections of Public History by Thomas Cauvin and write a reflective, critical essay comparing his/her experiences with those of experienced professionals.

5. Each student, regardless of internship location and duties, will be required to read relevant sections of Nearby History by Kyvig and Marty and write a reflective, critical essay pertaining to the resources available at the internship site when compared to those examined by the authors.
6. Each student, depending upon internship location and duties, may be assigned additional readings and assignments by the professor of record and/or his/her site supervisor.

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<thead>
<tr>
<th>Requirement / Element</th>
<th>% of Grade</th>
<th>Points</th>
<th>Earned</th>
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<tbody>
<tr>
<td>Documentation &amp; submission of work produced during internship</td>
<td>10%</td>
<td>40</td>
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<tr>
<td>Completion of all hours and submission of timesheet(s) – due 8-13-18</td>
<td>15%</td>
<td>60</td>
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<tr>
<td>Attendance at weekly meetings</td>
<td>10%</td>
<td>40</td>
<td></td>
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<tr>
<td>Mid-term report of progress 7-25-18</td>
<td>5%</td>
<td>20</td>
<td></td>
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<tr>
<td>Final report of progress – due 8-13-18</td>
<td>15%</td>
<td>60</td>
<td></td>
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<tr>
<td>Nearby History reflective essay (Chapters 2, 5 &amp; 7) due 7-17-18</td>
<td>10%</td>
<td>40</td>
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<tr>
<td>Arranging and Describing by Roe review due 7-23-18</td>
<td>15%</td>
<td>60</td>
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<tr>
<td>Public History by Cauvin reflective essay (Chapters 1, 3, and 8) – due 8-2-18</td>
<td>10%</td>
<td>40</td>
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<tr>
<td>Report of Internship Supervisor</td>
<td>10%</td>
<td>40</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>100%</strong></td>
<td><strong>400</strong></td>
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**Grading Policy**

The final grade in the course is determined by the total number of points earned weighted according to the percentages listed above. Students are responsible for reading all instructions, study guides, and relevant information posted on D2L provided by the instructor of record and the internship supervisor. Successful participation includes professionalism in the workplace including on time arrival, proper attire, and fulfillment of required hours, advance reading, timely submission of assignments, and completion of internship duties.

A = 100%-90% 400-360 points  
B = 89.9%-80% 359-320 points  
C = 79.9%-70% 319-280 points  
D = 69.9%-60% 279-240 points  
F = 59.9%-0% 239-0 points  

**Attendance Policy**

Students are expected to attend all meetings. If a student will misses a meeting, he or she is responsible for all notes etcetera and ensuring that all due work is turned in beforehand if possible, or within one regular class session afterwards. There will be no makeup of the final exam.

**Student Academic Dishonesty (4.1-July 29, 2014):**

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their
instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism. (Note: In this course, if you cheat or plagiarize you will receive a zero for the assignment and will possibly be expelled from the course.)

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own.

Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and/or
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Withheld Grades (Course Grades, 5.5-July 16, 2013):
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Academic Accommodation for Students with Disabilities (6.1-April 14, 2015):
It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 for the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA, as amended by the Americans with Disabilities Act Amendments of Act of 2008 (ADAAA). Please read the complete policy at http://www.sfasu.edu/policies/academic-accommodation-for-students-with-disabilities.pdf. For additional information please go to http://www.sfasu.edu/disabilityservices/.

Discrimination Complaints/Sexual Harassment (2.11-July 28, 2015):
It is the policy of Stephen F. Austin State University, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An
employee who violates this policy is subject to disciplinary action up to and including termination. A student that violates this policy is subject to disciplinary action up to and including expulsion.

**Course Calendar (subject to change; site supervisor will institute his/her own deadlines)**

Note: Due to the nature of this course, site specific hands-on projects of ten to fifteen hours per week, the students will be simultaneously developing the knowledge and skills needed to meet each of the student learning objectives (SLOs), each week, all semester. Successful completion of each SLO is intertwined with the others and will be reinforced throughout the semester by the submission of the three reflective essays and the two reports of progress.

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<tr>
<th>Week</th>
<th>Duties</th>
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<tbody>
<tr>
<td>1</td>
<td>Finalization of all internship details including hours, duties, deadlines, and expected outcomes with internship supervisor and reported to instructor of record; submission of CLAA Internship Agreement (available at <a href="http://www.sfasu.edu/laa/111.asp">http://www.sfasu.edu/laa/111.asp</a>)</td>
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<tr>
<td>2</td>
<td>Weekly meeting with instructor of record; <em>Nearby History</em> reflective essay due to instructor of record</td>
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<td>3</td>
<td>Weekly meeting with instructor of record; Mid-term report of progress due to instructor of record; <em>Arranging and Describing</em> by Roe review essay due to instructor of record</td>
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<td>4</td>
<td>Weekly meeting with instructor of record; <em>Public History</em> reflective essay due to instructor of record</td>
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<tr>
<td>5</td>
<td>Weekly meeting with instructor of record; Final report of progress, documentation and samples of all work completed, timesheet(s), and report of internship supervisor due to instructor of record</td>
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