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 4365 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. Note: This semester’s internships are Savannah Peterson and Zachery Canon at the Stone Fort Museum.

Departmental Prerequisites
12 hours in history and departmental approval

College Prerequisites
2.0 overall GPA, junior standing, completion of two-upper-level courses in department, and approved CLAA internship form.

Student Learning Outcomes
1. The student will learn how public historians present the past to the public.
2. The student will learn some of the duties and responsibilities of a public historian.
3. The student will demonstrate the ability to conduct critical analysis of interpreting history and programming in a public history setting.
4. The student will learn the basics of interpretation and educational programming as well as fundraising, marketing, and special event planning within non-profit organizational management with a particular focus upon meeting the site’s mission.

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. Interpret the past in context.
2. Understand the complex nature of the historical record.
3. Engage in historical inquiry, research, and analysis.
4. Craft historical narrative and argument.
5. Practice historical thinking as central to engaged citizenship.
This section of this course will focus on PLOs 1, 2, and 3.
General Education Core Curriculum Objectives/Outcomes
Not applicable

Required Textbooks (available from bookstore, Steen Library, and pdfs on D2L)
- Part I Introduction, Chapter 1, Chapter 4, and Chapter 6

- Chapter 1, Chapter 2, Chapter 8, and Chapter 9

- Chapter 2, Chapter 4, and Chapter 5

Outside Readings (obtain from Steen Library or online)
Peterson Outside Essay #1 and Canon Outside Essay #2

Peterson Outside Essay #2 and Canon Outside Essay #1

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

Course Requirements (minimum requirements)
1. Depending upon the location and duties of the internship this may take form of archival processing, historical research, public programming, collections management, 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 ten hours each week (in a fifteen-week semester) working under the direction of the local public historian/site supervisor. A timesheet (excel file available on D2L) will be required as well as a written evaluation by the site supervisor.

3. Each student will be required to have, at a minimum, weekly meetings with the instructor of record. Each student will submit, at a minimum, 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, Introduction to Public History by Cherstin Lyon et al, and Nearby History by David Kyvig et al and write a reflective, critical essay for each title comparing his/her experiences with those of theory presented by the authors. These are three-page minimum essays with 1” margins, 12 pt. font, double-spaced, page numbers, footnote citations, no bibliography or title page. Name and date on first page.
5. 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. These outside reading essays are five-pages minimum, 1” margins, 12 pt. font, double-spaced, page numbers, footnote citations, no bibliography or title page, and name and date on first page. Students will also need to submit a CV until it is acceptable – pass/fail.

<table>
<thead>
<tr>
<th>Requirement / Element</th>
<th>% of Grade</th>
<th>Points</th>
<th>Earned</th>
</tr>
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<tbody>
<tr>
<td>Participation through documentation of work produced and influenced by report of internship site supervisor</td>
<td>15%</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Attendance at weekly meetings; submit CV</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td><em>Public History</em> by Cauvin 3-page min. reflective essay – due 9-8-23</td>
<td>10%</td>
<td>10</td>
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<tr>
<td><em>Nearby History</em> 3-page min. reflective essay – due 9-22-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td><em>Introduction to Public History</em> 3-page min. reflective essay – due 10-6-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td>Mid-term report of progress – due 10-13-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td>Outside 5-page reading essay #1 – due 10-27-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td>Outside 5-page reading essay #2 – due 11-10-23</td>
<td>10%</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Final report of progress and submission of products and timesheet – due 12-11-23</td>
<td>15%</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>100%</td>
<td>100</td>
<td></td>
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</table>

**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 or provided in hardcopy 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 in a professional manner.

A = 100%-90%  100-90 points
B = 89.9%-80%  89.99-80 points
C = 79.9%-70%  79.99-70 points
D = 69.9%-60%  69.99-60 points
F = 59.9%-0%    59.99-0 points

**Attendance Policy**

Students are expected to attend all meetings and complete all onsite hours (see *Class-Attendance*, 6.7-February 2, 2021 for more information).
### Code of Student Conduct and Academic Integrity

This policy prescribes the standards of conduct students are required to adhere to as a student of Stephen F. Austin State University. This policy affects all students, regardless of classification, enrolled at SFA.

The CSCAI outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Instructor’s note: In this course the use of AI is not acceptable. Students are always expected to do their own work and express their own ideas, no exceptions. Outside sources must be used according to course and assignment instructions and properly cited (Chicago Manual of Style) if allowed. I retain the option to penalize you to the maximum according to Policy 10.4.

### Withheld Grades (Course Grades, 5.5-April 20, 2021)

Ordinarily, 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 by the deadline set by the instructor of record, not to exceed 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., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Explanation of Credit Hours Awarded for Course
HIST 4365 (Internship in Public History) is an upper-level history course. Upper-level lecture courses in history meet for 2,250 minutes (37.5 hours), including examination times, during the course of a semester. Students typically have weekly reading assignments from a combination of textbooks, monographs, scholarly articles, primary document collections, and supplemental materials (biographies, historical novels, memoirs, etc.). The level of reading is more advanced than that required in lower-level surveys, and the number of pages students are required to read is generally higher. Typical upper-level courses require students to take 2-3 essay exams per semester, in addition to the final exam, which is also generally a written exam. In addition, out-of-class writing assignments (book reviews, biographical sketches, research papers, etc.) are typically required in upper-level courses. Course instructors are required to hold regular scheduled office hours to make themselves available to consult with students as needed. Combined, studying for exams, doing the required reading, completing writing assignments, and consulting with course instructors average two hours of work outside the classroom for every hour spent in the classroom. Online sections of upper-level courses contain extensive written content within modules, and instructors hold "electronic office hours" to consult with students as needed, generally responding to student inquiries within twenty-four hours. Online course content includes the same information students in a face-to-face lecture course receive, requiring students to engage the online modules for at least 2,250 minutes per term. Besides engaging the material in the modules, online students have outside reading assignments similar to those mentioned above for face-to-face students. Thus, for every hour an online student spends engaging the content in the modules, he/she spends at least two hours completing associated activities and assessments.

Academic Accommodation for Students with Disabilities (6.1-April 11, 2022)
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).

Per ODS: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/. Please read the complete policy at https://www.sfasu.edu/docs/policies/6.1.pdf.

Instructor’s Note: It is the policy of the Office of Disability Services that students should communicate directly with the instructor about their needs, not simply completing the paperwork and receiving ODS approval.
Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents 936.468.7249 dos@sfasu.edu

SFA Human Services Counseling Clinic
Human Services, Room 202 www.sfasu.edu/humanservices/139.asp 936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Student Outreach and Support
- Wellness Coaching
www.sfasu.edu/thehub 936.468.4008 thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Crisis Text Line: Text HELLO to 741-741
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 (minimum) reflective essays, completion of site assignments, and the two reports of progress.

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<thead>
<tr>
<th>Week (Date Starting)</th>
<th>Duties (in addition to at least 10 hours each week at assigned site)</th>
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</thead>
<tbody>
<tr>
<td>1 August 28, 2023</td>
<td>Weekly meeting with instructor of record. Finalization of all internship details including hours, duties, deadlines, and expected outcomes with internship supervisor and reported to instructor of record.</td>
</tr>
<tr>
<td>2 September 4, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Public History reflective essay due to instructor of record. CV due (resubmit until accepted).</td>
</tr>
<tr>
<td>3 September 11, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>4 September 18, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Nearby History reflective essay due to instructor of record.</td>
</tr>
<tr>
<td>5 September 25, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>6 October 2, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Introduction to Public History reflective essay due to instructor of record.</td>
</tr>
<tr>
<td>7 October 9, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Mid-term report of progress due to instructor of record.</td>
</tr>
<tr>
<td>8 October 16, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>9 October 23, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Outside reading group #1 essay due to instructor.</td>
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<tr>
<td>10 October 30, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>11 November 6, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site. Outside reading group #2 essay due to instructor.</td>
</tr>
<tr>
<td>12 November 13, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>November 20</td>
<td>THANKSGIVING BREAK</td>
</tr>
<tr>
<td>13 November 27</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>14 December 4, 2023</td>
<td>Weekly meeting with instructor of record. Work at the site.</td>
</tr>
<tr>
<td>15 December 11, 2023</td>
<td>Final report of progress, products of internship, timesheet, and updated CV due to instructor of record.</td>
</tr>
</tbody>
</table>