**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 internship is Mr. B. Gilmore 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)
Selected: Part I Introduction, Chapter 1, Chapter 4, and Chapter 6.


Outside Readings (obtain from Steen Library or online)
Outside Essay #1

Outside Essay #2

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 (general minimum 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 each week on site** (in a five-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. The mid-term and final typed reports similar to detailed journals showing reflection upon internship duties placed within the respective literature (historic, field based, and public history in general).

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 about each** 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, name and date on first page, and with no bibliography or title 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 are five-page minimum essays with 1” margins, 12 pt. font, double-spaced, page numbers, footnote citations, no bibliography or title page.

<table>
<thead>
<tr>
<th>Requirement / Element</th>
<th>% of Grade</th>
<th>Points</th>
<th>Earned</th>
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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</td>
<td>10%</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><em>Public History</em> by Cauvin reflective essay – due 6-5-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td><em>Nearby History</em> reflective essay – due 6-12-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td>Mid-term report of progress – due 6-14-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td><em>Introduction to Public History</em> reflective essay – due 6-16-23</td>
<td>10%</td>
<td>10</td>
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<tr>
<td>Outside reading essay #1 – due 6-23-23</td>
<td>10%</td>
<td>10</td>
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<tr>
<td>Outside reading essay #2 – due 6-30-23</td>
<td>10%</td>
<td>10</td>
<td></td>
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<tr>
<td>Final reflective report of progress, products, and timesheet – due 6-30-23</td>
<td>15%</td>
<td>15</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</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 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. (see *Class-Attendance, 6.7-January 30, 2018 for more information*)

**Student Academic Dishonesty (4.1-January 28, 2020):**
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, as well as the appeal process.

**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;
- helping or attempting to help other student(s) 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;
- 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-4.1.pdf](http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf). Appeals are acceptable when done according to policy.

**Withheld Grades (Course Grades, 5.5-April 20, 2021):**
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.

**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/](http://www.sfasu.edu/disabilityservices/). Please read the complete policy at [https://www.sfasu.edu/docs/policies/6.1.pdf](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.

**Mental Health Statement [As per Core Curriculum Syllabus Guidelines Committee 8/2021]**
SFASU values students’ mental health and the role it plays in academic and overall student success. 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. [https://www.sfasu.edu/info-for/current-students/mental-health-resources](https://www.sfasu.edu/info-for/current-students/mental-health-resources)

On-campus Resources:
SFASU Counseling Services
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)
SFASU Human Services Counseling Clinic
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
3rd Floor Rusk Building
936-468-2401

Crisis Resources:
Burke 24-hour Crisis Line 1(800) 392-8343
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.

<table>
<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  May 30, 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  June 5, 2023</td>
<td>Weekly meeting with instructor of record. <em>Public History</em> (Cauvin) reflective essay due to instructor of record.</td>
</tr>
<tr>
<td>3  June 12, 2023</td>
<td>Weekly meeting with instructor of record. <em>Nearby History</em> (Kyvig &amp; Marty) reflective essay due to instructor of record. Mid-term report of progress due to instructor of record.</td>
</tr>
<tr>
<td>4  June 20, 2023</td>
<td>Weekly meeting with instructor of record. <em>Introduction to Public History</em> (Lyon et al) reflective essay due to instructor of record. Outside reading #1 essay due to instructor.</td>
</tr>
<tr>
<td>5  June 26, 2023</td>
<td>Weekly meeting with instructor of record. Outside reading #2 essay due to instructor; final report of progress, products of internship, and timesheet due to instructor of record.</td>
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