

FEDERATED DEPARTMENT OF HISTORY INTERNSHIP GUIDELINES

Students in the Rutgers-Newark/NJIT program in history may be eligible to receive elective credits toward their degree by pursuing an internship.

ELIGIBILITY

History students, with a minimum grade point average of 3.0, are eligible to apply for internship credit. Students must have completed at least two courses in the department (510) before registering for an internship.

ACADEMIC CREDIT

Internship credit will be granted through course number **21:512:438:01**. An internship is equivalent to a course, and is worth 3 credits. Students must complete 120 hours for the semester to receive the three credits. *Students may only obtain credit for one internship.* A grade will be provided that is established from (1) a student's written activity reports; (2) a student's final report; and (3) the written performance evaluation completed by the student's site supervisor at the conclusion of the internship.

DURING THE INTERNSHIP

Depending on the nature of the internship, the distribution of work over the course of the semester will vary. However, students should expect to work the equivalent of 8 hours per week, or 1 day per week, during the semester, for a total of 120 hours for the semester.

In concert with the faculty advisor, students will agree on a plan for reporting, depending on the distribution of work throughout the semester. This will consist of regular reports of, at a minimum, the following:

Number of hours completed each day, number of hours completed in the reporting period, and total number of hours.

A short summary of activities.

A short description of progress towards the educational goals of the internship proposal.

AT THE CONCLUSION OF THE INTERNSHIP

The student shall prepare a final report. Generally, this report should give a description of the internship, and a self-evaluation describing how well the educational goals outlined in the internship proposal were achieved, as well as any unexpected educational benefits.

Specifically, the report should:

Describe the institution, program, or project at which the student worked.

Describe the role played, and detail the work that the student did.

Present any relevant documentation of the project.

Explain the educational benefits which were derived from your internship, including any unexpected benefits.

The final report must be approved and signed by both the site supervisor and faculty supervisor.

In addition to the final report, the site supervisor will be asked to prepare a written evaluation of your progress and performance. Based on your activity reports, your final report, and your site supervisor's written evaluation, the faculty supervisor will assign a course grade.

INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE INTERNSHIP SPONSOR / SUPERVISOR

Student's Name: _____

Department Assignment: _____

Time Period: _____

Supervisor's Name and Title: _____

Signature and Date: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Please check the response that best reflects the individual's performance. Please use the General Comments section on the second page of this form to provide a narrative evaluation of the student's performance in the internship. To ensure candid evaluations, the student intern will not be shown the comments on this form.

Please return the completed evaluation by postal or electronic mail to:

Federated Department of History

Rutgers-Newark

175 University Avenue, Conklin Hall 311

Newark, New Jersey 07102-1801

history@newark.rutgers.edu

Quality of work

____ Excellent ____ Above average ____ Below Average ____ Poor

Judgment

____ Excellent ____ Above average ____ Below average ____ Poor

Dependability

____ Excellent in making decisions ____ Above average in making decisions ____ Usually makes the right decision ____ Often uses poor judgment ____ Consistently uses poor judgment

Ability to learn

____ Learns very quickly ____ Learns quickly ____ Average in learning ____ Slow to learn ____ Very slow to learn

Attendance and Punctuality

____ Regular ____ Irregular

Attitude

____ Extremely interested and independent ____ Very interested and independent ____ Average interest and independence ____ Below average interest and independence ____ Definitely not interested and independent

Overall performance

____ Excellent ____ Above average ____ Average ____ Below average ____ Poor

General Comments:

Please provide a narrative evaluation of the student's performance in this internship, including specifics about what he or she has accomplished, what you think he or she has learned, and where the student's strengths and weaknesses lie.