



**ST. JOHN'S
UNIVERSITY**

ST. JOHN'S COLLEGE OF
LIBERAL ARTS AND SCIENCES

Master of Arts in Public History

Internship Handbook

Revised: September 2021

Table of Contents

1. Application to Host Intern	3
2. Internship Agreement	4
3. Permission to Register for Internship (HIS 980)	7
4. Permission to Register for Final Project (HIS 981).....	8
5. Student Evaluation of Internship	9
6. Supervisor's Evaluation of Intern	11
7. National Park Service (NPS) Application Form	14



ST. JOHN'S UNIVERSITY

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M.A. Public History

Application to Host Intern

Directions: Please complete one form for each separate department or division of your institution that would like to host an intern. Attach (1) current literature about the institution, (2) a brief description of each potential job or project, and (3) a brief curriculum vita or resume for each supervisor of interns.

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Internship Supervisor's Name: _____

Title: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

Type of setting (check all that apply):

- Museum
- Historic site
- Archives
- Non-profit corporation
- For-profit corporation
- Local/state/federal government agency
- Other site (Please describe: _____)

Check all semester(s) during which you can host an intern:

- Fall (mid-September to calendar year end)
- Spring (late January to early May)
- Summer (early June to late August)

Internship Supervisor Signature

Date

Send this application and all accompanying materials to:

Dr. Kristin Szylvian
St. John's University
St. John Hall 244K
Queens, NY 11439
Fax: 718-990-2644
szylviak@stjohns.edu



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M.A. Public History Internship Agreement

This agreement is designed to guide the interns studying in the Public History program. It lists the intern's goals and objectives, work area, assigned projects, and evaluation methods.

Directions: The intern, the site supervisor, and the internship coordinator must complete and sign the agreement and submit it to Department of History prior to the start of the internship. The intern is responsible for completing the internship agreement with the advice of the site supervisor and internship coordinator.

Student Information

Name: _____ X Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Host Site Information

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor Name: _____

Title: _____

Phone: _____ E-Mail: _____

Signatures

Intern Date

Internship Supervisor Date

Public History Program Director Date

Overview of Internship (to be completed by intern)

1. *Description:* Describe the responsibilities for the internship – projects, programs, and experiences. Attach an additional page if necessary.
2. *Goals:* What do you expect to learn? Please be specific and concrete. How will this differ from what you have learned in the classroom?
3. *Theory into practice:* Identify one theory or abstract concept learned in the classroom which you will apply to practice as an intern. How will that theory or concept be applied?
4. *Skills:* Identify specific skills you will practice as an intern.
5. *Interpersonal behaviors:* Identify one improvement you wish to make in the way you work with others (librarian colleagues, supervisors, staff, and patrons). Describe how the internship will provide a structure for achieving that change.
6. *Other objectives:* Please describe any other objective(s) you wish to achieve while serving as an intern.

7. *Project description:* List the work you will be assigned as an intern. Include any special projects to which you will contribute time and effort. Attach additional sheets as needed.

8. *Intern supervision:* Describe the role of your site supervisor at the host organization, specifying: 1) the orientation, 2) the nature of instruction, 3) the supervision, and 4) the evaluation techniques to be provided.



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

M.A. Public History

Permission to Register for Internship (HIS 980)

Student Name: _____ X Number: _____

Student E-Mail Address: _____

Host Site Name: _____

Supervisor Name: _____

Supervisor E-Mail Address: _____

Hours per week: _____ Number of credits: _____

Brief description of the internship:

I request permission to register for an internship to fulfill requirements for the Master of Arts in Public History. I understand that to receive academic credit for this course, all required work must have been completed on or before _____.

Student Signature _____
Date

I have discussed the internship detailed above with the student and undertake to direct and supervise it, to certify its completion and finally, to evaluate it.

Supervisor Signature _____
Date

Public History Program Director Signature _____
Date



ST. JOHN'S UNIVERSITY

ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

M.A. Public History

Permission to Register for Final Project (HIS 981)

Student Name: _____ X Number: _____

Student E-Mail Address: _____

Final Project Title: _____

Brief description of the final project:

I request permission to register for the final project to fulfill requirements for the Master of Arts in Public History. I understand that to receive academic credit for this course, all required work must have been completed on or before _____.

Student Signature Date

I have discussed the final project detailed above with the student and undertake to direct and supervise it, to certify its completion and finally, to evaluate it.

Supervisor Signature Date

Public History Program Director Signature Date



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**M.A. Public History
Student Evaluation of Internship**

Directions: Students must mail, fax, or e-mail the completed form one week before the end of the internship semester.

ATTN: Dr. Kristin Szylvian
St. John's University, St. John Hall 244K, Queens, NY 11439
Fax: 718-990-2644, E-mail: szylviak@stjohns.edu

Student Name: _____

X Number: _____ Internship Semester and Year: _____

Host Site: _____

Internship Supervisor: _____

Please respond to the following:

1. How meaningful was this internship to your career and professional development? Explain below.

2. What do you consider the most outstanding aspects of this internship?

3. What do you consider the least valuable aspects of this internship?

4. Did your Public History classes adequately prepare you for your internship?
5. How well did the experiences and time spent match the internship agreement? Explain below.
6. How well did the Public History program provide direction and feedback about your internship? Explain below.
7. Did you receive enough instruction and feedback during the internship? How was it conveyed to you? (E.g. written/oral, formal/informal, etc.)
8. Would you recommend this internship or supervisor to other students? Why or why not?
9. Please note any additional comments.



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ST. JOHN'S COLLEGE OF LIBERAL ARTS AND SCIENCES

M.A. Public History Supervisor's Evaluation of Intern

Directions: Supervisors of interns must mail, fax, or e-mail the completed form two weeks before the end of the internship semester.

ATTN: Dr. Kristin Szylvian
St. John's University, St. John Hall 244K, Queens, NY 11439
Fax: 718-990-2644, E-mail: szylviak@stjohns.edu

Student Name: _____

X Number: _____ Internship Semester and Year: _____

Host Site: _____

Internship Supervisor: _____

Part I

Briefly describe the intern's work assignment as outlined in the internship agreement.

Part II

1. Was the assigned work performed satisfactorily?

2. Did the intern demonstrate the ability to learn?

3. What quality of decision-making did the intern demonstrate?

12

4. Did the intern show enthusiasm for work?

5. Was the intern dependable?

6. How organized was the intern?

7. Was the intern creative?

8. Did the intern display initiative?

9. Please rate the intern's overall performance: Above average Average Below average

10. How effective are the intern's communication skills (writing and oral)?

11. Did the intern demonstrate any professional growth during the internship?

12. In what areas does the intern need to improve?

13. Would you recommend this intern to a prospective employer?

14. If you had an open position, would you hire this intern?

15. What grade would you recommend that the intern be given? Pass Fail

16. Please provide any further comments necessary to give a complete picture of the intern's performance.

17. Has this been discussed with the intern? Yes No

Name and title (please print)

Signature

Date



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M.A. Public History

National Park Service (NPS) Application Form

Directions: Please complete and e-mail this form to Dr. Kristin Szylvian (szylviak@stjohns.edu) Please be sure to include a copy of your resume or c.v.

Student Name: _____

X Number: _____ Select One: Graduate Undergraduate

Major: _____

Year Enrolled at St. John's: _____ Anticipated Graduation Date: _____

E-mail Address: _____

Mailing Address: _____

Phone: _____ Best time to call you: _____

I intend to register for internship credit in the Department of _____

Please respond to the following questions.

1. Why do you wish to complete an internship sponsored by the National Park Service?

2. Please discuss the knowledge, skills, or experiences you have acquired that have prepared you for a National Park Service internship.
3. Describe your knowledge, experience, and skills related to developing and presenting information as an educational program and/or providing accurate information to visitors.
4. How would you rate your abilities in effective oral communication with diverse individuals and groups? Be specific.
5. Describe your abilities to work and deal harmoniously with people and resolve conflicts under possible stressful situations. Be specific.
6. Describe your abilities to plan independently the detailed steps necessary to complete assignments. Please provide an example.

7. Describe how you have made the transition from in-person classes to virtual classes and describe the strengths and weaknesses of making that transition.

8. What do you need to be successful using a virtual platform?

I understand this internship requires at least 120 hours of work and enrollment for three internship credits.

Your signature: _____

Date: _____