



TO: UNDERGRADUATES IN HISTORY
FROM: SCOTT BURKHARDT & AMY PHILLIPS, UNDERGRADUATE ADVISORS
SUBJECT: INTERNSHIP FOR CREDIT
DATE: 9/1/2009

What is an Internship for Credit? What is expected of me?

An internship is a cooperative learning activity to provide a student with non-classroom professional experience related to their career goals. Internships allow students to gain insight into a possible career and to develop transferable skills that future employers and graduate schools look for when selecting candidates. The Department of History is supportive of students seeking internships for college credit but cautions students that this experience will not be taken as an easy replacement for history major requirements; rather, it will be a rigorous supplement to your course of study.

Academic credit within the Department of History can be earned for approved internships based on the appropriateness of the internship site and the learning objectives and needs of the individual student. Credit and related requirements for a given internship are by agreement between the student and their selected faculty advisor. In addition to hours worked at an internship site, the student will be required to research and write a 15-20 page paper that provides in-depth historical analysis of a theme or problem related to the internship. The result should be a compelling undergraduate paper rather than an overview. A report detailing the internship experience will not be considered sufficient work to receive credit.

Students MUST reach agreement with a faculty advisor BEFORE embarking on an internship as not all internship sites will be appropriate for credit within the Department of History. Students are expected to secure their own internship and faculty advisor. There are many campus resources available to identify potential internship sites, these are listed below. If you have general questions regarding credit for internships feel free to consult with the Undergraduate History Advisors Liz Preston or Scott Burkhardt at historyadvising@lists.wisc.edu.

How do you go about securing a Directed Study with an internship component?

1. Approach one of your history instructors and share with him/her your idea for an internship and the theme you might focus on in your historical analysis paper. Ask your instructor if s/he would be willing to advise you during this internship for credit (technically you will be registering for a 199 or 699 Directed Study).
2. Secure an internship with the organization you discussed with your faculty advisor. There are several campus resources that can assist you in finding an internship:
 - Letters & Science Career Services <http://www.lssaa.wisc.edu/careers/jobs/internships.html>
 - Morgridge Center for Public Service <http://www.morgridge.wisc.edu/student.html>
 - Go Global! The International Careers Website <http://go.global.wisc.edu/>
 - UW-Job Center <http://jobcenter.wisc.edu/>
3. Once you have a history instructor who is willing to advise your directed study, complete a *Course Authorization Form*. This can be found online at <http://history.wisc.edu/generalinfo/forms/undergraduateforms.htm>. Be sure that your instructor signs this form and then turn it in to the front desk of 3211 Humanities.

Department of History
University of Wisconsin - Madison
3211 Mosse Humanities Bldg 455 North Park Street Madison, WI 53706-1483
608/263-1800 Fax: 608/263-5302 <http://history.wisc.edu>