**HIST 4385 Internship in history**

**[Insert location/project here]**

**Syllabus**

**[Insert Semester here]**

[Faculty Name Here]

[Student Name Here]

**Course Description:** This course is an opportunity for students to apply historical skills in work and research settings. Most of our internships place students within Dallas-based museums, non-profits, agencies or companies where they will develop and apply the skills developed as a history major—research, writing, communication, and analysis. Each student works with a supervisor from the assigned organization and a professor assessing the academic component of the project.

**Prerequisites**: A minimum overall GPA of 2.50.

**Course Academic Goals**:

|  |  |
| --- | --- |
| Track 1: Academic Research Project | Track 2: Internship-Based Project |
|  |  |
|  |  |

**Requirements for Internship Site:** [Filled in on Dedman College Internship Learning Contract]

**Requirements for SMU credit:**

120 hours of internship = 3 credits

|  |  |
| --- | --- |
| Track 1: Academic Research Project | Track 2: Internship-Based Project |
| Biweekly Meetings | 10% | Biweekly Meetings | 10% |
| Journal Entries | 20% | Journal Entries | 20% |
| Research Outline & Bibliography | 20% | Project Report (showing research and findings towards final project) | 20% |
| Research Paper | 50% | Final Project (exhibit, archival organization, etc., as agreed upon by internship and academic supervisors) | 50% |

**Schedule:**

*Biweekly Meetings on [insert date/time] in [insert location]*

*Biweekly Journal entries due on [insert date/time] via [insert Canvas, email, paper as desired]*

Week One Meet with faculty advisor

Week Two Journal entry due

Week Three Meet with faculty advisor

Week Four Journal entry due

Week Five Meet with faculty advisor

Week Six Journal entry due

Week Seven Research Outline/Bibliography or Project Progress Report due

Week Eight Meet with faculty advisor

Week Nine Journal entry due

Week Ten Meet with faculty advisor

Week Eleven Journal entry due

Week Twelve Meet with faculty advisor

Week Thirteen Journal entry due

Week Fourteen Meet with faculty advisor

Final Exam Week Final Paper/Project due before [insert final exam period here.]

**SMU Policies:**

* **Disability Accommodations**:  Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS).  Students can call 214-768-1470 or visit <http://www.smu.edu/Provost/ALEC/DASS> to begin the process.  Once registered, students should then schedule an appointment with the professor as early in the semester as possible, present a DASS Accommodation Letter, and make appropriate arrangements.  Please note that accommodations are not retroactive and require advance notice to implement.
* **Religious Observance**: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)
* **Excused Absences for University Extracurricular Activities**: Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation.  It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalogue)
* **Final Exams**:  Final course examinations shall be given in all courses where they are appropriate, and some form of final assessment is essential.  Final exams or final assessments must be administered as specified in the official examination schedule, and shall not be administered during the last week of classes or during the Reading Period.  Please state clearly in the syllabus the date/time and form of the final exam or assessment.