Internships in Public History
Boston University – Spring 2019
AM/HI 313  W 2:30 – 5:15p.m.  HIS 110

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Office Hours: Wednesday 10:30-12:00 and Thursday 1:00-2:30, and by appointment.

Course Description
The course offers students an opportunity to undertake a supervised internship in wider Boston-area institutions and organizations dedicated to public presentation of the past. The course will introduce students to the practices in public history, and interns will experience how staff and volunteers at historic sites undertake activities and projects, and make choices and decisions about presenting history to the wider public.

Class sessions will allow for organized thematic discussion and sharing of experiences, and to conduct site visits. Internships can take place at historic sites, government agencies, nonprofit organizations, advocacy groups, house museums, research libraries, and archives that engage in heritage interpretation, preservation and research. Places for internships are selected by matching the interests of students and hosts.

The instructor will closely follow students, through class meetings, individual meetings, correspondence with the student and supervisor, the internship journal, and the internship site visit. Internships provide new experiences and challenges and students can request at any time individual meetings with the instructor outside the activities that are listed in the Weekly Schedule. Individual meetings can be held during office hours and by appointment.

To assist students in their internships, the classes will provide guidance on practical aspects of undertaking internship activities, such as applying for a position, communication and conduct, preparing material and project reports, and presenting finding. Class readings will be made available as Pdf files on the Blackboard course site. At the end of the course students will give a short presentation to the class about their internship experiences and their project report.

Grading and Internship Evaluation
Attendance of class meetings, site visits and participation. 20% of the course grade

The Internship Performance including the general Internship activities (40%) Internship Journal (15%), Project Report and Presentation (25%), graded by the supervisor and Instructor. 80% of the course grade

At the end of the internship, the supervisor will be asked to complete a one to two-page evaluation. The evaluation will be shared with the student and aims to provide an overall assessment, constructive criticism and an assessment of meeting the objectives of the internship and projects. All aspects of the course and internship are part of gaining a practical work experience and the evaluation should reflect on commitment and professionalism, attendance, punctuality, enthusiasm and desire to learn, interest in the internship and host organization, knowledge and practical skills, timekeeping, communication, conduct and engagement. The final grade will be agreed in consultation with the internship supervisor.
**Academic Conduct and Copyright**

Students are expected to be familiar with and adhere to the standards outlined in the CAS Academic Conduct Code: [http://www.bu.edu/academics/resources/academic-conduct-code/](http://www.bu.edu/academics/resources/academic-conduct-code/) and the GRS Academic Conduct Code: [http://www.bu.edu/cas/current-students/phd-mfa-students/academic-policies-and-conduct-code/](http://www.bu.edu/cas/current-students/phd-mfa-students/academic-policies-and-conduct-code/).

All work submitted by students is expected to be a result of their own research and product of their own original thought. You must also adhere to standards of scholarship and citation practices in the humanities, properly citing and referencing all material used to produce your work.

The materials used in this course, including, but not limited to; study images, readings, assessments, the syllabus, and assignments are *copyright protected works*. Any unauthorized copying of the course materials, whether digital or physical, is a violation of federal copyright law and may result in prosecutorial actions being taken against the student. Additionally, the sharing of class materials without the specific, express approval of the instructor is a violation of the University’s Academic Code of Conduct, which can result in disciplinary action. This includes, among other things, uploading of any class materials to websites for the purpose of sharing those materials with any entity or individual.

**Internships**

The internships should be conducted between February 1 and April 30, which allows for a ten to eleven weeks internship, amounting to a total of 80 to 100 required internship hours.

The course instructor will discuss in the first class potential internship institutions, and students may also make suggestions towards internship hosts. It is essential that the internships start on time to allow for the required internship hours. The selection of the internship site for each student will be based on the requirements of the hosting institution, and the interests and skills of the student.

**Internship Plan and Agreement**

By the end of the first week of the internship, the student and internship supervisor should complete an Internship Agreement. The Agreement must include an Internship Plan with:

- purpose of the internship;
- details of the student’s general tasks and special projects;
- the intended weekly activities and schedule (i.e. number of days and hours per week);
- criteria upon which the student’s work will be evaluated and graded.

Students are required to prepare this plan together with the help of the host supervisor, and should be composed in a professional layout and manner. A template will be provided by the course instructor (Word or Pages). The plan will be signed by the host supervisor and the course instructor. A Pdf version of the Internship Plan and Agreement should be submitted to the supervisor and instructor by the students, by Friday, February 8, 5 pm.

**Internship visits by the Instructor**

During the course of the internships, the instructor will make one visits to meet with the student and the supervisor at the internship and discuss the work, project, and experiences.

**Internship Journal**

Students are required to keep a Journal, which logs in one file (Word or Pages) for all the days and hours of each internship activity, together with a brief description of the type of work conducted. Students should also document any special projects. A template will be provided by the instructor and the Journal will be evaluated by the instructor. The students must share regularly copies of the Journal with their internship supervisor, and provide them with the final Journal for the evaluation purposes and sign off as being accurate. The Journal should be submitted by email to the Instructor by Friday 5 pm on a bi-weekly basis, starting Friday, February 15. **Weekly Journals** for the first half of the semester must be submitted by Friday March 6, 5 pm to the Instructor as a digital file.
Internship Project Report and Presentation

Everyone is required to give a 15-20’ presentation in class on May 1 to describe the main Internship Project and experience. Presentations should be in Powerpoint or Keynote. The project and presentations files are due on April 30, 5 pm as digital files. The Presentation will be based on the Project Report. The Report should be 12 pages (Word or Pages) and further guidance will be provided in class. The Report can include material created or researched over the course of the internship, together with individual internship experiences.

Schedule

Wed, January 23

1. Introduction and Internship Practicalities. Class meeting.
   Scheduling of Individual Meetings with the Instructor during office hours to agree their Internship provider.
   Course objectives and structure; Internship sites options and applying for positions; The Internship Plan, Agreement, and Journal; Internship correspondence and conduct; Careers in public history; What is public history?
   Recommended:
   (selected videos will be viewed in class)

Wed, January 30

2. Organizations and Institutions in Public History. Class meeting.
   Additional Individual Meetings during office hours can be requested to plan Internship hosts.
   Types of organizations in Public History and their missions; Preparing for the internships and progress with Internship applications.
   Recommended:

Wed, February 6

3. Start of the Internships and Individual Meetings. No class meeting.
   The Internship Plan and Agreement, with the description of the main project must be submitted to the Instructor by Friday February 8, 5 pm.
   Individual Meetings will be held during office or class hours, and by appointment, to finalize the Internship Plans and Agreements, and approve the final projects.
Wed, February 13

Sharing about everyone’s internship hosts and organization, projects and initial start.
Guidance on conducting project research, reports and presentations.

Recommended:
American Historical Association. https://www.historians.org/jobs-and-professional-development/career-
resources/careers-for-students-of-history
Today’s Workforce.” Imperiled Promise: The State of History in the National Park Service, Organization of
American Historians for the National Park Service: 67-80.

Wed, February 20

5. Telling the story: Interpretation, Presentation and Education. Class meeting.

Recommended:
ICOMOS.
Lubar, Steven. “Preservation Demands Interpretation”, in Bending the Future: Fifty Ideas for the Next Fifty Years
of Historic Preservation in the United States, edited by Page Max and Miller Marla R. Amherst; Boston:
University of Massachusetts Press, 2016: 153-56.
McDaniel, George W. “At Historical Houses and Buildings: Connecting the Past, Present, and Future”, in
Scotland.
in Bending the Future: Fifty Ideas for the Next Fifty Years of Historic Preservation in the United States. Page Max

Wed, February 27

Visit to the Waterworks Museum at at 2450 Beacon Street, Boston, MA 02467 (https://
waterworksmuseum.org).
Hosted by Eric Peterson, Director of Operations and Tracy Lindboe, Manager of Education Services.
Wear proper clothing as the historic section of the facility can be rather chilly during the winter
months.
“The Waterworks Museum interprets unique stories of one of the country’s first metropolitan water
systems through exhibitions and educational programs on engineering, architecture, social history,
and public health.”

Wed, March 6

Weekly Journals up to March 6th must be submitted by 5 pm in the Instructor’s office.
Sharing of internship experiences and a comparison of internships organizations’ activities and
missions. An introduction to everyone’s main project, and approaches to preparing project reports
and presentations. Sample reports will be studied.

Recommended:
Krugler, John D. “Behind the Public Presentations: Research and Scholarship at Living History Museums of

Sat, March 9 - Sun, March 17
Spring Recess.

Wed, March 20
8. Visits by the instructor to host sites. No class meeting.

Wed, March 27
9. Visits by the instructor to host sites. No class meeting.

Wed, April 3

Recommended:


Wed, April 10
Visit to a Public History site with the class on a thematic topic. The site will be selected by the instructor and students, and reading material about the site and topic of the visit will be made available. Where possible the class may visit a site that is hosting an intern.

Wed, April 17
12. Monday Schedule. No class meeting.
Internships and completion of Final Projects at the internships.

Wed, April 24
13. Individual Meetings on Final Project Reports and Presentations. No class meeting.
Meeting times during class or office hours, to be scheduled.

Wed, May 1
14. Student presentations. Class meeting.
Final Internship Project Reports and Presentations due by Tuesday 5 pm (digital only).