

Capital Campus Public History Program

Dept. of History
CSU, Sacramento

Internship Procedures

All students in the Public History program are required to enroll in three semesters of internship. Typically, students do these internships during their 2nd, 3rd, and 4th semesters. An internship may be taken during the 1st semester after consulting with the PH Program Director.

After securing an internship assignment approved by the PH Program Director, enroll in Hist 295. Hist 295 will be the course number for both the first and second internship assignments. To enroll in the third internship, sign up for Hist 297. You must fill out an internship petition available from the department of history (or on-line) in order to enroll in an internship. You won't be able to enroll in an internship through Caspar.

In addition to completing an Internship Petition, you will need to complete an Internship Agreement form (also available from the dept. of history or on-line). This form must be signed by your on-site supervisor (the person who will oversee your work at the location of the internship) and the PH Program Director.

Students are expected to spend an average of 8-10 hours per week at their internship.

At the conclusion of the internship, submit a 4-5 page essay that describes and critiques your internship. The essay should address your internship duties and responsibilities, the benefits of your internship training and any problems associated with your internship. This essay is submitted to the Public History coordinator at the Department of History. Also, your on-site supervisor will be supplied with a form used to evaluate your performance.

Your internship critique must be submitted to the PH Program Director by the last day of finals week of the semester in which you do your internship in order for you to receive credit for the internship.