History students have held internships in fields such as public history and preservation, oral history, museum curation and administration, archival and library sciences, government, education, and non-profit. Students combine on-site work with an independent research project.

**Learning Goals for TCNJ History Internships. The student will:**

* Apply and test knowledge learned in the classroom to the workplace.
* Explore the qualifications and duties of a position within a field related to history
* Gain skills and knowledge required for success in the workplace
* Develop decision making and critical thinking skills and increased confidence
* Use resources from the internship site to write/create an original research project.

**Evaluation/Grading:** number of required hours and project format/length determined by number of credits sought by student and agreement between faculty and student

* Internship hours/duties 50% (complete tracking sheet, signed by onsite supervisor)
* Reflection paper 20% (Discuss internship experiences and how activities met learning goals)
* Research project 30%

To register for an internship complete the following:

1. **Consult with the Department Chair regarding the placement and hours of the proposed internship. Identify an instructor for the internship (department chair or faculty member).**
2. **Complete the TCNJ Internship form:** <https://recreg.tcnj.edu/wp-content/uploads/sites/166/2019/01/Internship-Enrollment-Form.pdf>
3. **Complete the two questions on page 2 of this form.**
4. **Once you have obtained signatures of your faculty supervisor and department chair, please submit the forms to the History Department Program Assistant, who will make a scan of this application.**
5. **Submit all forms to the HSS Qualtrics System at:** [**https://tcnj.qualtrics.com/jfe/form/SV\_2n5Bnm3jSi3P7FP**](https://tcnj.qualtrics.com/jfe/form/SV_2n5Bnm3jSi3P7FP)
6. **At end of the internship, submit the internship hours/duties tracking sheet(s), reflective paper, and research project to your instructor. (p. 3)**

**Name:**

**Semester:**

**Internship Site:**

**Please explain how credits are to be earned, what on-the-job activities will be required, and how these activities relate to program learning goals listed above.**

**Please describe the research component of your internship, including research goals and outcomes. Describe the form your project will take (e.g. research paper, exhibition catalog, policy document, etc.)**

**TO BE TURNED IN TO INSTRUCTOR UPON COMPLETION OF THE INTERNSHIP**

**Student Name­­­­­­­­ (Print):**

**Student Signature:**

**Internship Site:**

**Date range of internship:**

**Supervisor Name/Position:**

**Supervisor Signature:**

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| **Date Worked Onsite** | **Date Worked Offsite (Research/Writing/Project Preparation/Interviews)** | **Hours Worked** | **Hours to Date** |
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