

HS 4393: Public History Practicum: Internship and Project – Spring 2021

Dr. Lindsey Passenger Wieck, Department of History

St. Mary's University

Course Meetings: In lieu of group / individual meetings, you'll be checking in regularly through the CMS. *Please feel to reach out at any time if you have concerns, questions, or need help navigating issues in your internship.* Please submit assignments on Canvas, unless otherwise noted.

Check your StMU email: Communication about meetings and other items of importance will take place through your StMU email. Part of practicing professionalism includes checking this regularly and replying promptly to emails from Dr. Wieck and your site supervisor.

Office Hours: By appointment

Contact Information for Dr. Wieck:

Email: lwieck@stmarytx.edu

Phone: ----- Texting is better than calling. I keep my phone muted so you're welcome to send a message anytime, but I'll likely only be checking between 8AM-8PM.

If I haven't responded after a day, please feel free to politely follow up with me.

Course Description: This course is focused on completion of students' individual public history projects, and their professionalization in the field of public history. That professionalization will focus on gaining experience at an internship, mastering new hardware and software required in the field, and prepping candidacies for jobs or Ph.D. programs. Possible tasks to be developed during the internships and supported by the course and St. Mary's Media Resource Center include the following: editing publications and teacher resource materials, learning digital assets management systems, modeling creative exhibition layouts, researching with curators and undertaking curatorial support work (translation of audio, labels, creating derivative images with Photoshop, etc.), participating in archaeological excavations, handling fragile materials and undertaking their preservation (use of flatbed and overhead scanners), training in Qualitative Data Analysis software that facilitates research, cataloging collections in parks and museums, designing interpretive programs on historical topics, designing teacher training programs that offer lesson plans based on an institution's resources, developing community outreach (ex. traveling exhibits, blogging about sites or collections, or commemorative programming), and working with development offices to apply for grants and funding. Though not all of these skills can be honed in a single internship or course series, students should become well-acquainted with a wide range of possibilities in the field of public history and work toward developing those most relevant for their career interests.

Required Course Materials: None. Student will reference best-practices resources in their final projects.

Student Learning Outcomes:

Upon the successful completion of this course, you will be able to:

- Demonstrate experience using a variety of public history skills in at least one "real world" public history space.
- Reflect on the practice of public history, debates in the field, and the role of public history and heritage tourism in San Antonio
- Produce materials including a resume and portfolio that will help you seek out a public history job or graduate school.
- Create a capstone project that reflects what you've learned in this public history program.

Grading: The course will be graded as Pass or No Pass. All requirements **MUST** be met to pass this course. Dr. Wieck will mark unsatisfactory submissions with a "0" in canvas with feedback, and a "1" on items that are complete.

Requirements:

The following items are required for this course:

- Discussion board reflections– every other week, with a minimum of 6 entries (accelerated internships should submit every 20 hours worked), along with comments to peers
- Internship
 - Time Sheet that logs 120 hours worked (Summerlee Interns may use their StMU time sheets)
 - Site Supervisor Evaluation
- Professional Materials with Appropriate Revisions
 - LinkedIn Portfolio
 - Resume
- Professional Consultations
 - Resume Consultation with Strive Career Center
 - Mock Interview with Strive Career Center
- Capstone Project
 - Project Proposal (Part 1 and Part 2)
 - Project Draft and Final Project
 - Final Presentation

For the Capstone project & your Professional Materials, students are required to work closely with Dr. Wieck to develop drafts, receive feedback, and revise these documents before submitting. Dr. Wieck may require you to submit an additional draft of an assignment to receive credit. Students missing required components for this class may receive a grade of "not pass."

Late Work Policy: Assignments have due dates, and late work is strongly discouraged. If something comes up, please alert Dr. Wieck immediately...before the deadline has passed! Repeated lateness will result in late penalties to your work.

Internship Requirements:

Students are responsible for completing the following to receive academic credit for their internship.

1. **Complete 120 hours of work on-site (or remotely).** Students are encouraged to participate on a project on-site, and can work on their capstone project within their internship placement (though this is not required). They should experience a variety of activities in which the institution engages. The work can be paid or unpaid, but internship sites are strongly encouraged to provide students with some monetary consideration for their time. Students must track the hours worked to report them to the internship site supervisor and submit a time worked log on Canvas (or StMU timesheet) to the faculty internship coordinator. All hours must be completed to pass this course. Internships can be completed in the following increments:

8 hours/week for 15 weeks 10 hours/week for 12 weeks 20 hours/week for 6 weeks

30 hours/week for 4 weeks 40 hours/week for 3 weeks

2. **Keep a journal** chronicling the internship activities including the work completed, thoughts about the readings, and notes about any issues encountered. Journal entries should specifically describe the activities engaged in and work accomplished that particular week. It is strongly encouraged to include images of work. These will be submitted every other week on Canvas.

3. **Receive a site supervisor evaluation** that rates the work completed during the internship in terms of employee performance.

4. **Professional Development Activities:** Meet with STRIVE Career Center to discuss Resume and LinkedIn Profile, and complete a mock interview with STRIVE Career Center.

5. **Prepare and submit professional materials** including a Resume and a LinkedIn Portfolio. This final submission should be a cumulative reflection of their work and skills attained in the program. Receiving feedback on drafts of these items is required to develop strong materials.

6. **Complete a capstone project.** This can be completed as part of the internship (planning an exhibit, doing a digitization project, writing a grant proposal, creating an interpretive program or tour, performing assessments for historic sites, creating a finding aid, developing policies on collections care and management, etc.). Project proposals will be approved by Dr. Wieck, and the student and director will work together to draft a series of deadlines to ensure completion of the project. This project may also be completed asynchronously with the internship.

7. **Final Presentation.** Students will present on their capstone project and internship to an audience of faculty and students at the end of the semester.

8. **Thank you card:** Please handwrite thank you cards for each of your immediate supervisors or others who mentored you this semester.

Requirements and Deadlines

Because we don't regularly meet, it can be easy to forget about this class. I recommend doing one of the following: A) enter these deadlines in your calendar or planner now, so that you will remember them, and/or B) tape this list of deadlines to your desk or wall to keep these deadlines in view.

Internship Check-Ins require:

- 1) Update hours worked on StMU Timesheet
- 2) Post on the discussion board by Friday evening
- 3) Comment on at least two peers by Sunday evening

Each week alternates between an Internship Check-In and Professionalization and Capstone components.

ASSIGNMENT	DEADLINE
• INTERNSHIP FORM	Sun Jan 24
• INTERNSHIP CHECK-IN #1	Fri Jan 29, Sun Jan 31
• <i>STRIVE CAREER CENTER CONSULTATION</i>	Sun Feb 7
• INTERNSHIP CHECK-IN #2	Fri Feb 12, Sun Feb 14
• <i>CAPSTONE PROPOSAL – PART 1</i>	Sun Feb 21
• INTERNSHIP CHECK-IN #3	Fri Feb 26, Sun Feb 28
• <i>CAPSTONE PROPOSAL – PART 1</i>	Sun Mar 7
• INTERNSHIP CHECK-IN #4	Fri Mar 12, Sun Mar 14
• <i>RESUME</i>	Sun Mar 21
• INTERNSHIP CHECK-IN #5	Fri Mar 26, Sun Mar 28
• <i>LINKED IN PROFILE</i>	Mon Apr 5
• INTERNSHIP CHECK-IN #6	Fri Apr 9, Sun Apr 11
• <i>CAPSTONE PROJECT DRAFT</i>	Sun Apr 18
• COURSE END EVALUATION	Sun Apr 25
• SITE-SUPERVISOR ASSESSMENT	Sun Apr 25
• <i>MOCK INTERVIEW</i>	
• SEND THANK YOU CARD TO INTERNSHIP SUPERVISOR	Sun May 2
• FINAL PRESENTATION AND CAPSTONE PROJECT DUE	Wed May 5

St. Mary's Policies:

My basic policies all exist so that you can give yourself a chance to learn but also so you can give yourself some space to take care of the rest of your life. **Main policy: If you are sick, please rest!**

This semester is going to be an experiment in flexibility. We're nowhere near out of the crisis that COVID-19 has set in motion, and though you may have settled into something like a rhythm, things could change at any moment. Anxiety and exhaustion, mentally and physically, are ever-present realities.

Academic Dishonesty: This course adheres to the policies for academic dishonesty and misconduct, as described in [the Student Code of Conduct \(see especially section V\)](#).

Final Exam: There will be no final exam, but rather students will submit their capstone projects and final professional materials they've created at the end of the semester.

University Policies and Procedures: St. Mary's University is committed to providing a safe, equitable, and fair environment where students can pursue academic excellence. Policies and procedures have been developed to foster and sustain such an environment and apply to all courses offered at the university. Students need to be aware of these policies and procedures, which can be found in [Gateway](#) and within the "University Policies" tab of your course assigned [Canvas page](#).

Please become familiar with these important policies and procedures, which include: [Nondiscrimination, Sexual and Other Forms of Harassment](#), [Students with Disability](#), [Human Subjects Research](#)

Face Mask Policy: Face coverings must be worn on campus this semester. Please consult [the University policy](#).

Graduate Incomplete Policy: An instructor may submit an IP or IC in lieu of a grade when a student has been unable to complete all of the assignments in a course, providing the student's work was otherwise satisfactory...An IC is given for a regular course in which the work has not been completed. An IC which is not completed within six (6) months from the ending date of the semester may be assigned a grade, as appropriate. If no grade is assigned, the incomplete will remain on the transcript permanently as IC. As an exception the Dean of the College of Arts, Humanities and Social Sciences may extend the six-month period upon request of the Program Director. Generally, an extension for completion of an IC will not exceed six months.

Acknowledgments and license:

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