

**UTAH STATE UNIVERSITY  
DEPARTMENT OF HISTORY**

**Graduate Internship Agreement Form**

The History Department requires the completion of this form for all students enrolling in internships. The student must submit the following forms with all signatures, to the department administrative assistant before they will be accepted for enrollment.

An internship requires at least three (4) hours of work each week, for each credit taken (**56 work hours per credit** for entire semester). Students may take 1-4 credits (variable) for each internship experience.

Students may apply three credits of Directed Readings (HIST 6900) toward their degree; an additional three credits *may* be allowed (up to a maximum of six credits) with formal approval from both the student's Committee Chair and Director of Graduate Studies.

**Student Information:**

Name: \_\_\_\_\_ Student A#: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Course Enrollment:**

\_\_\_\_\_ HIST 6500 (Archiving Internships) \_\_\_\_\_ (2-4) credits  
\_\_\_\_\_ HIST 6520 (Editing Internships) \_\_\_\_\_ (2) credits  
\_\_\_\_\_ HIST 6540 (Museum Internship) \_\_\_\_\_ (2-4) credits  
\_\_\_\_\_ HIST 6560 (Professional Internship) \_\_\_\_\_ (2-4) credits  
\_\_\_\_\_ HIST 6580 (Teaching Internship) \_\_\_\_\_ (2) credits  
\_\_\_\_\_ HIST 6900 (Directed Readings) \_\_\_\_\_ (1-3) credits

**Academic Credit Information:**

Academic Year \_\_\_\_\_ Weekly Hours \_\_\_\_\_ Internship is: Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

**Internship Site Information:**

Site/Project Name: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor Title and Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

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**Required Signatures:**

Student: \_\_\_\_\_ Director of Graduate Studies: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Department Head: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## Part II: Job Description and Learning Objectives

**Job Description:** Describe in detail the internship with emphasis on your role and responsibilities. Please also list the deadlines for the duties and projects that are to be completed.

**Learning Objectives:** What skills will your internship help you learn, and how will you acquire that knowledge/experience? Please describe the activities that will help you meet your learning objectives. Include any projects, research, writing and conversations, etc. How will the final product of your internship be evaluated?

**Please attach any additional materials including site agreements or contracts**