

**University of Wisconsin-Milwaukee
Department of History
Public History Specialization**

INTERNSHIP PROGRAM MEMORANDUM

The following constitute details of the **Internship Program Memorandum** for the University of

Wisconsin-Milwaukee's Public History Specialization (hereafter "program"). The details describe the general internship commitments and obligations between the Program,

_____, and

_____,
(Name of Student Intern) (Name of Person or "Facility")

for the period _____ to _____, under the Master Agreement

between the University of Wisconsin Board of Regents and the Facility, dated

_____.

1. The Program will recommend for internship placement only those students who are qualified according to the requirements established by the Program. Students must have the written permission of the Public History advisor to register for internship credits under History 701, Internship in Public History.
2. The Facility will provide appropriate professional work space and supervision.
3. It is understood that the student intern must work 150 hours to earn three credits in History 701. Work schedules will be negotiated between the student and the Facility.
4. Authorized representatives of the Program and the Facility will confer at least once during the internship about the intern's performance.
5. At least once a year, but more often if necessary, representatives of the Program and the Facility will evaluate internship opportunities with the Facility for the purpose of improving graduate education in public history.
6. At the conclusion of the internship, the Facility's internship supervisor will submit via e-mail or by United States mail a brief written evaluation of the student's performance, including a suggested final grade for the student. This report will be placed in the student's permanent file. Its contents may be referred to in letters of recommendation to prospective employers.
7. The student will submit a final report of approximately ten pages in which she/he summarizes and evaluates the internship. The student's final grade will be based on the Facility's evaluation and the student's final report.

UWM Public History Specialization
Internship Program Memorandum-2

8. The student's internship can be terminated if the student, the Facility, or the Program believe the student is not making satisfactory progress, and/or that the Facility is not meeting its obligations to the student as stated in this document. The Facility and the Program cannot terminate an internship until after their representatives have met with the student and made meaningful efforts to help the student improve her/his performance. If the student does not satisfactorily complete the internship, she/he may repeat the entire internship at the same Facility, or repeat just that portion of it that was considered unsatisfactory, but only with the written approval of the Facility and the Program.
9. The Program encourages, but does not require, the Facility to compensate the student monetarily for the internship.
10. The specific duties and expectations of the internship are described in detail below. (Use the below space or submit separately.)

UWM Public History Specialization
Internship Program Memorandum-3

The following signatures signify approval of this Program Memorandum:

FOR THE PROGRAM:

FOR THE FACILITY

(Name Signed) (Date)

(Name Printed)

(Name Signed) (Date)

(Name Printed)

G. Richard Meadows (Date)
Dean, College of Letters and Science

I agree to the terms of the internship as set forth in this Memorandum:

(Student) (Date)