

University of Wisconsin-Milwaukee Department of History
Public History Specialization

INTERNSHIP PROGRAM - MEMORANDUM OF ACKNOWLEDGMENT

The University of Wisconsin-Milwaukee (“UWM”) Department of History offers a Public History Specialization program (hereinafter, the “Program”) to its graduate students. As part of this Program, students are required to earn six credits in internships (History 701, Internship in Public History). The purpose of this requirement is to expand educational opportunities by giving students practical experience in one or more fields of public history. In order to register for History 701, students must meet certain minimum qualifications established by the Program and must have the written permission of the Program coordinator to register.

_____ (hereinafter the “Facility”) has agreed to provide an internship opportunity to _____ (hereinafter the “Student”) for the period of _____ to _____. The following memorandum sets forth the general commitments and obligations between the Facility and the Student relating to this internship.

1. Work duties and work schedules will be negotiated directly between the Student and the Facility. It is understood that the Student must work 150 hours to earn three credits in History 701. *The internship duration and credit load may be adjusted such that the Student's completion of each set of 50 hours earns one credit.*
2. The Facility will provide appropriate professional work space and supervision to the Student.
3. The Facility agrees to make the Student’s internship supervisor or other authorized representatives of the Facility reasonably available, which generally means at least once during the internship, to a UWM Program representative to discuss the Student’s duties and performance.
4. At the conclusion of an internship, the Facility’s internship supervisor will submit via e-mail or first class United States mail a brief written evaluation of the Student’s performance, including a suggested final grade for the Student and a statement of the number of hours that the Student completed. The Facility acknowledges that this written evaluation will be placed in the Student’s UWM file and that UWM may refer to its contents in letters of recommendation to prospective employers.
5. At the conclusion of an internship, the Student will submit a final report of approximately 10 pages in which she/he summarizes and evaluates the internship. The Student’s final grade will be determined by UWM, in its sole discretion, and will be based on, among other things, the Facility’s written evaluation and the Student’s final report.
6. The Student’s internship can be terminated if the Student, the Facility, or the Program representative 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. If the Facility desires to terminate an internship for performance-related reasons, the Facility will consult with the Program representative prior to such termination to determine

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whether there have been any meaningful efforts to help the Student improve her/his performance.

7. The Program encourages, but does not require, the Facility to compensate the student monetarily for the internship. Any such payments will be negotiated directly between the Student and the Facility.
8. The specific duties and expectations of the internship are described in detail below. (Use the below space or submit separately.)

The following signatures signify receipt and approval of this Program Acknowledgment:

FOR THE FACILITY:

Signature

Date

Printed Name

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

Student Signature

Date

Specific Duties and Other Expectations Relating to this Internship: _____

