

Public History Internships
Christopher Newport University
Department of History

How to get started:

If you are interested in an internship, the first step is identifying the agency where you would like to work (select a first and second choice). If you are undecided, check out the link to our cooperating agencies. Next, identify what type of job you are looking for (i.e. archives, curatorial assistance, web-based-virtual museum podcasting, educational programming, research, administrative work, etc.) and when you could start work. Next, set up an appointment with Dr. Shuck-Hall and bring a copy of a 1-2 page resume with your education and work experience. During the meeting, Dr. Shuck-Hall will provide you with some ideas about what to expect and will contact the historical agency. Afterwards, you will set up an interview with the agency's internship director (bring your resume with you). Once the interview is complete, and all goes well, you and the supervisor will agree to a schedule and both of you will fill out the practicum contract which details the responsibilities for the internship. The last step is to return the contract to Dr. Shuck-Hall for departmental approval. Please note: contact Dr. Shuck-Hall as early as possible; securing an internship takes time.

Registration for Practicum (HIST 491):

Practicum requires special permission from Dr. Shuck-Hall. After meeting with her and securing your internship, you will need to fill out a course add form in order to register for Practicum. Once signed by Dr. Shuck-Hall, pick up the completed form from Ms. Bates, the History Department secretary. Submit it to the Registrar's office during registration or add/drop periods.

Completing coursework:

Practicum students are required to complete at least 140 hours at the historical agency by the end of the semester in which you register. During the last week of classes, you must submit a paper detailing the state of the field in which you are working and a 1-2 page summary evaluating your internship. You will also submit a practicum journal, which provides details of your job responsibilities and projects on a bi-weekly basis.