

PUBLIC HISTORY INTERNSHIP

THE UNIVERSITY OF TEXAS AT EL PASO

EL PASO COUNTY HISTORICAL SOCIETY

HIST 5390 (CEL) – FALL 2020 – CRN: 16979

Faculty Advisor:

Brad Cartwright, Ph.D.

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TR: 9:00 – 10:30 am

Course Overview:

History 5390 (CEL)* is a public history internship course designed to familiarize graduate students with the practice of public history through hands-on experience. This course provides students the opportunity to see how the theories and issues in the field of public history function. A well-done and well-documented internship can be an asset as students move ahead in their careers as scholars, historians, and public historians. Prior to beginning the internship, students must complete the required internship application form and make arrangements with the internship site. In order to pass the internship, students must fulfill the course objectives and responsibilities, receive a favorable review from their internship site supervisor, and submit all required assignments. Public History Internships are open to all graduate students in history and, upon approval, to students in fields related to history.

*The “CEL” designation for this course stands for “Community Engagement & Leadership” and is part of a new certificate program in the College of Liberal Arts. The purpose of this CEL course is to strengthen students’ understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders. Please also note that course assignments and assessments are developed in line with UTEP’s “Edge Advantages” goals.

Learning Objectives (UTEP) in line with UTEP’s Edge Mission:

Upon completion of this course, students will:

- understand how their academic training can be applied in professional workplaces and to advance the work of public history institutions and organizations. (Targeted Edge Advantages: Leadership, Critical Thinking, Team Work)
- have developed and strengthened their communication, team work interpersonal, and community-based research skills and knowledge. (Targeted Edge Advantages: Communication, Leadership, Critical Thinking, Problem Solving, Social Responsibility)
- have gained professional-level workplace experience that has utilized the intern’s historical training. (Targeted Edge Advantages: Confidence, Leadership)
- appreciate the nature of the professional work environment at public history institutions. (Targeted Edge Advantages: Global Awareness, Social Responsibility)

- have become familiar with operations of a public history institution, including such things as the institution's mission, vision, leadership structure, staffing, finances, and programming. (Targeted Edge Advantages: Leadership, Social Responsibility)
- successfully fulfill the organizational responsibilities. (Targeted Edge Advantages: Leadership, Critical Thinking, Problem Solving, Change-making Skills, Initiative and Responsibility, Develop and Strengthen Ethical Skills)
- have received mentoring regarding professional careers, professional organizations, and future employment. (Targeted Edge Advantages: Confidence, Leadership)

Responsibilities (EPCHS):

Because of COVID-19 and the closing of the Burges house, fall 2020 interns will be prevented from working on-site at the EPCHS headquarters; thus, they will remain focused on the responsibilities listed in **bold** below.

The El Paso County Historical Society (EPCHS) intern will:

- **complete 8-12 hours of work per week for the EPCHS.**
- **virtually attend at least one board meeting.**
- **work with members of the EPCHS board to raise funds and increase memberships.**
- **identify, coordinate, and write grant proposals.**
- **increase EPCHS visibility through social media outreach.**
- catalogue and digitize the EPCHS's archival holdings (including, but not limited to, photos, documents, maps, objects, and books).
- learn the proper methods for archival preservation and use museum industry-standard software to catalog these materials, most of which pertain to El Paso's history and date back to the nineteenth and early twentieth centuries.
- handle in-person or emailed research requests using EPCHS archives, various on-line digital collections and by contacting local research institutions (such as the New Mexico Farm and Ranch Museum, UTEP Special Collections, and the El Paso Public Library).
- answer phones, respond to emails, and lead tours of the historic Burges House as needed.

Evaluation:

The intern's supervising faculty member will evaluate the intern's performance based on the following criteria:

- Weekly Journal Entries: These journal entries should describe the intern's activities at the El Paso County Historical Society (EPCHS) each week, as well as explain how the internship experience is fulfilling the intern's learning objectives. Each entry should be approximately 250 words in length and can be emailed to the faculty advisor each Friday over the course of the semester.

- **Exploratory Journal Entries:** These journal entries are designed to help the intern better understand the site where they are working. The information needed to complete these entries will be gathered through observation, research, and the completion of the intern’s assigned tasks. These entries must be at least 1000 words in length and should be emailed to the faculty advisor.
- **Entry #1: Organizational Mission and Operation** (What is your institution’s history? What is the current mission and vision of the organization where you are interning? How does the organization’s programming reflect the organization’s mission? What are the organization’s challenges and successes?)
- **Entry #2: Fundraising** (What did your training entail? What did you learn in the process? What challenges and successes did you experience? What advice would you give to others?)
- **Entry #3: Grant Writing** (What did your training entail? What did you learn in the process? What challenges and successes did you experience? What advice would you give to others?)
- **Entry #4: Social Media Outreach** (What did your training entail? What did you learn in the process? What challenges and successes did you experience? What advice would you give to others?)
- **Reflection Paper:** This paper should describe the work you did during your internship and explore how it connects to your overall graduate education. The paper should culminate in a discussion of how this experience will serve you in your post-graduate career. This paper should be 6-8 pages in length and submitted via email.
- **Written Evaluation from Site Supervisor:** A written evaluation from the on-site supervisor is a critical component in determining whether or not the student has fulfilled their responsibilities as defined in the internship application. This should be sent directly from the site supervisor to the faculty advisor via email.
- **Grade Breakdown:**
 - Weekly Journal Entries (20%): 200 points (10 entries @ 20 points apiece)
 - Exploratory Journal Entries (60%): 600 points (4 entries @ 150 points apiece)
 - Reflection Paper (20%): 200 points
1000 points

CALENDAR, TIME LOG, AND ASSIGNMENT DUE DATES:

Week 1	Time Log: (ex. Monday 10:00 – 2:00 pm)	August 28: Intern Training @ 1:30 https://zoom.us/j/3209118224 - password: bjc*1846 Weekly Journal Entry due
Week 2	Time Log:	September 4: Intern Training @ 1:30 https://zoom.us/j/3209118224 - password: bjc*1846 Weekly Journal Entry due

Week 3	Time Log:	September 11: Exploratory Journal Entry #1 due
Week 4	Time Log:	September 18: Weekly Journal Entry due
Week 5	Time Log:	September 25: Weekly Journal Entry due
Week 6	Time Log:	October 2: Weekly Journal Entry due
Week 7	Time Log:	October 9: Exploratory Journal Entry #2 due
Week 8	Time Log:	October 16: Weekly Journal Entry due
Week 9	Time Log:	October 23: Weekly Journal Entry due
Week 10	Time Log:	October 30: Weekly Journal Entry due
Week 11	Time Log:	November 6: Exploratory Journal Entry #3 due
Week 12	Time Log:	November 13: Weekly Journal Entry due
Week 13	Time Log:	November 20: Weekly Journal Entry due

Week 14	Time Log:	November 27: Thanksgiving
Week 15	Time Log:	December 4: Exploratory Journal Entry #4 due
Week 16	December 11: Reflection Paper and Site Supervisor Evaluation due	

The Fine Print

Accommodations: The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

COVID-19 Accommodations: Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

COVID-19 Precautions: You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu. For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection. Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

Conduct: You are expected to abide by UTEP's *Handbook of Operating Procedures*. Section II: Student Affairs, Chapter 1: Student Conduct and Discipline clearly defines cheating and plagiarism. Those who cheat or plagiarize face the prospect of dismissal from the class or the university. Any inappropriate behavior, disruptive conduct, or non-compliance with faculty directions can result in a charge of Academic and/or Personal Misconduct, possibly resulting in sanctions imposed either by the instructor or the Dean of Students. For further information refer to <http://www.utep.edu/dos/acadintg.htm>.

Scholastic Integrity: Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

Incomplete Grade Policy: Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

The faculty advisor reserves the right to make changes to the syllabus over the course of the semester.