

The \_\_\_\_\_  
Internship host institution

and Rutgers, The State University of New Jersey's Public History Program

Internship for \_\_\_\_\_  
Intern

### **Scope of Work**

#### **I. General**

Rutgers, The State University of New Jersey's Public History Program (PHP), a certificate program in the Department of History, requires internships of a minimum of 112 hours (8 hrs/week during the semester); students register for 3 credits of Public History Internship [506:451]. Internships that satisfy the intellectual goals of the intern, the demands of the certificate program, and the needs and interests of the host institution will be arranged by representatives from the host institution together with the Internship Supervisor.

#### **II. Background**

The Rutgers History Department's certificate in Public History enables certificate candidates to develop skills in museum interpretation and management; archival management, editing, historic preservation, and other arenas in which historical understanding is cultivated in public settings. Internships are education placements that give students a chance to explore skills under the supervision of a professional staff member with expertise in the project area. While interns should have some autonomy in developing their work, they necessarily must remain apprentices to a professional from whom they'll learn this aspect of their craft.

Though helping with day-to-day administrative work can be educational, and is sometimes necessary, internships should include a project with a tangible end product or skill that students can take with them on the job market.

#### **III. Purpose and Need for the Intern on the part of the Host Institution**

#### **IV. Educational Objectives of the Intern**

## **V. Scope of Work**

## **VI. Personnel/Roles and Responsibilities**

The Rutgers University Public History Program will be responsible for overseeing logistical arrangements, as well as monitoring the ongoing relationship between the intern and the host institution. Host institution staff will oversee the intern's day-to-day work, providing information, instruction, guidance and training as appropriate. During the course of this internship, the intern will report to the immediate supervisor.

## **VII. Signatures**

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Internship Supervisor, Date

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Intern, Date

For further questions, please contact:

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