Rutgers University History Department

GENERAL INTERNSHIP PROGRAM

PROJECT DESCRIPTIONS

As of September 2010

Gary D. Saretzky
Coordinator
732-308-3772
GENERAL INTERNSHIPS

Available General internships under course number 506:452 are described on the following pages. The General Internship includes internships in the fields of law, politics, and government, as well as other internships that do not meet the criteria for the Public History Internship Program, 506:451.

General Internships provide three credits toward graduation. If a student believes that a General Internship should also qualify for history credits, the student should make a written request to the History Department Undergraduate Director before the semester begins.

Students who are interested in either internship program must call (732) 308-3772 to make an appointment with Gary D. Saretzky, the coordinator for both programs, before registering for the course. Enrollment is limited to 18 interns for 506:451 + 506:452. Students must have an interview with the coordinator before applying for an internship.

Internships require interviews with both the coordinator and the site supervisor. Approval by the hosting agency, as well as approval by the History Department, is required before an internship can be started. It is recommended that students bring a resume to the site interview.

Every student doing an internship is required to attend both an introductory session at Rutgers at the beginning of the semester and a concluding class at the end of the semester, at which the intern gives a short oral presentation; work 8 hours a week minimum for 14 weeks (112 hours a semester); submit an oral interim report; and turn in a final, written report at the end of the semester. Students will be evaluated both by the hosting agency and the coordinator and/or assistant coordinator. All interns also will be visited on site by the coordinator or assistant coordinator during the course of their internship. The exact nature of the report required will be determined by the form of the internship, and should be clearly worked out with the coordinator at the beginning of the semester.

Students may take the General Internship course once. The course is offered in the fall, spring, and first summer semester. Requirements for the summer session are similar; the main difference is that students work the 112 hours per week in about seven weeks instead of fourteen.

The following list includes agencies that have submitted detailed proposals for internships. In some cases, additional information on the host agency and a more detailed proposal is available from the program coordinator. If a student wishes to work for an agency that has not submitted a proposal, an effort will be made to arrange for an appropriate internship. Internships at offices of foreign governments and paid internships will not be approved.

Interns are not paid for the minimum of 112 hours of work at host sites. Compensation for extra work may be negotiated between the host site and the intern. Interns may be reimbursed for travel expenses. Violation of this policy will result in an automatic failure grade for the
Appended to the description of each internship is an indication if public transportation is known to be available (if not indicated, don’t rule out the possibility) and the date when the project description was last updated or confirmed.  

Introduction last updated: 2/1/2007
American Bible Society. New York City.
http://www.americanbible.org

Three different internships are possible in the Library & Archives Department. An intern can 1) research and write a historical paper using the Society's archives; 2) process a manuscript collection and produce a finding aid to be used by researchers; 3) Create a complete EAD. The ABS is located two blocks from Lincoln Center and can be reached by either bus or subway. Last updated: 1/27/05

The Citizens' Campaign. Metuchen.
www.JoinTheCampaign.com

The Center for Civic Responsibility and Common Cause NJ are spearheading a national citizens' movement to create a political climate favorable to reform and to reestablish the value of personal civic responsibility.

The movement, called the Citizens' Campaign, is an organized force of private citizens, committed to restoring and expanding citizen power and civic community. We teach regular citizens with limited time and money, how to become more effective self-advocates within their communities.

Students will have an opportunity to learn the basics of local government while constructing and proposing responsible reform initiatives before local governing bodies. Students should have some interest in community organizing, politics and/or government.

Last updated: 6/2/2005

Congressman’s Office: Representative Frank Pallone. New Brunswick.

The purpose of this internship is to expose students to the workings of a Congressional office. They will have an opportunity to see how laws are made and implemented and how they ultimately affect us. The Congressman considers constituent services one of the most important responsibilities of an elected official, and he takes great care to make sure that the people who are representing him are knowledgeable, resourceful and sincerely concerned with helping people who come seeking assistance. Many of the people who come to his office for help are senior citizens, immigrants and people with low incomes. Often they are unable to afford legal representation, meaning that we essentially become their advocates. In light of this information, students will have the opportunity of working with staff members and constituents on a one-to-one basis. This position also includes administrative and clerical duties.

Last updated: 1/12/2007
Congressman’s Office: Representative Rush Holt. West Windsor

The office of Congressman Rush Holt is pleased to offer unpaid internship positions in order to provide learning opportunities about Congress and my representation of the 12th Congressional District of New Jersey.

An internship provides a variety of opportunities to participate in the daily operations of the District Office in West Windsor.

In the busy atmosphere of a Congressional office, it is important that interns possess a mature, professional demeanor. The office values well-organized individuals who are able to follow instructions, take initiative, and relate well to others in a fast-paced environment.

Internships are available throughout the year in three cycles (see below). Scheduling accommodations will be made for prospective interns with extenuating circumstances.

The intern application process is competitive, and therefore, it is recommended that you apply early. An interview will be conducted, either by phone or in person, upon receiving your application. Preference will be given to residents of New Jersey’s 12th District.

Internship Cycles

Fall
   September through December
   Application Deadline: August 1

Winter/Spring
   January through May
   Application Deadline: December 12th

Summer
   June through August (College students only)
   Application Deadline: April 1
   Please Note: Applications received after the deadline will be considered as space is available.

Internship Application
   If you are interested in an internship in one of my offices, please send a hard copy of the following to the appropriate office:
   
   • Your resume
   • A brief writing sample (2-3 pages)
   • Application form from Congressman Holt’s website
   • A letter of recommendation
   • A cover letter
Representative Rush Holt  
Attn: Lesley Tire  
50 Washington Road  
West Windsor, NJ 08550

Please note: Rutgers history majors must interview with the internship coordinator at Rutgers before applying for any internship. Last updated: 1/5/2010

**Cultural Resource Consulting Group. Highland Park.**  
[http://www.crcg.net](http://www.crcg.net)  
Cultural Resource Consulting Group (CRCG), a consulting firm with over 20 years of experience in cultural resource management, has completed over 1,000 studies. CRCG conducts numerous types of archaeological investigations, historical studies and historic preservation projects. The firm's staff of professionals has expertise in archaeology (prehistoric, historic, industrial, and urban), architectural history, history, and architectural conservation. CRCG's clients include federal, state, regional, county, and municipal agencies, in addition to private sector clients, inland development, utilities, engineering, architecture, planning, and law. Types of projects for interns include: historical and library research; archaeological field and lab work; and research for history and restoration projects. Interns may work part time or full time for specific periods. Car preferred, but not required; NJ office is close to campus and public transportation. NYC office near Penn Station and Philadelphia Office near City Hall. Last updated: 7/7/2009

Attorney Allan Marain was formerly a Public Defender. His present practice includes both civil cases and criminal defense. Internships can be tailored to student interests. Types of work available include library research, assistance in the office, in the court house, and at the county jail; conferences with clients and witnesses; analysis and organization of files. Weekly schedule is flexible. Not available in Summer 2009. Last updated: 1/9/2009.

It may be possible to arrange an internship at this large law firm located near New Brunswick. 2/19/99

http://www.nj.laws.com

Attorney Kenneth A. Vercammen has developed a highly structured internship program at his office. Interns learn about plaintiff personal injury services; will & probate practice; divorce/matrimonial practice; real estate work; criminal and municipal court practice strategies; preparing briefs; and commercial litigation. Ten hours per week for 12 weeks required. Three internships are available: Law Clerk Mentor/Internship, working on plaintiff personal injury & litigation matters or criminal, municipal court, and DWI cases; Associate Editor & Marketing Internship focusing on community relations, including submitting articles to legal websites and search engines; and the Metuchen Public Defender Internship, for which Wednesday nights are required. Cover letter and resume required for application. Additional information about this internship available from the coordinator. Internships for undergraduates not available in the summer semester.

Last updated: 1/13/2009

http://www.nmmlaw.com/index.php?option=com_content&task=view&id=140&Itemid=60

Attorney Fernando M. Pinguelo at this firm specializes in business disputes and cases involving technology and entertainment matters. Interns research and write on cutting edge topics; be expected to know how to interact with professionals including judges, lawyers, clients, staff, the press, and law professors; be part of a dynamic team of highly motivated professionals; take on a leadership role and get involved in cutting edge projects like his blogs, his electronic discovery law school course at Seton Hall University, and cases he’s handling; and share in opportunities such as getting published, helping to teach a law school class, and meeting amazing people in the legal industry. Seeking highly self-motivated students with superior writing skills. Last update: 8/27/2009

Liberty Science Center. Jersey City.

Job Title: Exhibit Guide Educator Intern
Supervisor: Exhibit Floor Supervisors
Job Summary: Interact with LSC guests, encouraging them to explore and develop a better understanding of the exhibits. Exhibit guides demonstrate and explain exhibit functions, answer questions, facilitate guest participation, and develop and/or present activities. Exhibit guides
may work on the Environment, Health, or Invention Floors (or all floors), and may choose to specialize in a particular area or exhibit.

**Major Tasks and Responsibilities:**

- Facilitate positive and meaningful interactions for all LSC guests
- Demonstrate science concepts which parallel exhibit themes to guests
- Engage guests in active discovery of science
- Encourage exploration of exhibits and on-site experiences
- Research and provide to guests information which will enhance each exhibit experience
- Assist in development, implementation, and presentation of activities to support LSC’s exhibits and programming
- Present an open, friendly, professional manner toward all guests
- Continually demonstrate a commitment to outstanding service for all guests
- Maintain updated information and familiarity regarding all LSC exhibits assigned to, including changing traveling exhibits
- Offer specialized tours to small groups, families, and groups with special needs or requests
- Participate in off-site events by presenting activities, providing information, and interacting with guests

**Experience and Qualifications:**

Excellent communication and interpersonal skills, and the ability to interact with the public in a friendly and professional manner are required. Ability to communicate science concepts and themes related to exhibits. Must be able to adapt presentation according to variable audience needs, and levels of understanding. Experience with teaching, activity development, or public speaking is helpful. Enthusiasm and ability to work with diverse populations required.

Last updated: 2/10/2004

**MSNBC and CNBC TV. Englewood Cliffs and Manhattan, New York.**


CNBC is the leading global brand in business news and analysis, providing real-time financial market coverage in more than 100 countries. Viewers of CNBC business news programming are business executives and financial professionals that have significant purchasing power. Internships are offered during the Fall, Spring, and Summer semesters and are available in news production, primetime, publicity, marketing, legal, etc. To submit your interest in an internship at CNBC, email your resume and cover letter to: CNBC-interns@cnbc.com

MSNBC is a groundbreaking joint venture from Microsoft and NBC, comprised of MSNBC TV on cable and MSNBC.com on the Internet. The MSNBC concept means that both television viewers and personal-computer users will benefit from a service that offers truly integrated
television and interactive news, quality breaking news coverage and dynamic discussion of topical events. Internships are offered during the Fall, Spring, and Summer semesters and are available in news production, research, editing, etc. To submit your interest in an internship at MSNBC, visit: http://www.msnbc.msn.com/id/3342438/

See also the web page at the top of this listing for other internships with NBC. Please note: Rutgers history majors should interview with the Internship Coordinator before applying for these internships. These internships require a minimum of 3 days per week, which is beyond Rutgers’ requirement for the General Internship program.

Last updated: 1/5/2010

New Jersey Department of the Public Advocate. Trenton.
http://www.state.nj.us/publicadvocate

The New Jersey Department of the Public Advocate is a newly re-established executive department of the state dedicated to making government more accountable and more responsive to the needs of the people. Our mission is to provide a “voice of the people” on a range of issues through advocacy, investigations of abuse and neglect, community partnerships, legislative and regulatory advocacy, policy work, education and outreach. Examples of specific policy areas that former Public Advocate student interns explored include voting rights, protecting civil liberties, safety and effectiveness of services for people with developmental disabilities, protecting public lands, eminent domain, mental health parity laws, health care and childhood lead poisoning.

Undergraduate internships offered in four different offices are designed to help students gain exposure to politics and government. Students are expected to be in the office (at least) 1-2 days/ 9-12 hours a week. The work may include administrative/ clerical tasks, communicating with constituents and stakeholders, and research, so interns must have a high level of professionalism and commitment since students will be treated as a part of the team.

I. Commissioner’s Office

Outreach/ Legislative

- The intern will be assisting the Outreach Director/ Legislative Liaison with all logistics and planning of The Governor’s Blue Ribbon Advisory Panel on Immigration Policy, as well as general outreach.
- In August, Public Advocate Ron Chen was appointed to head the Governor's Blue Ribbon Immigration Panel. The goal of the panel will be to develop recommendations for a comprehensive and strategic statewide approach to successfully integrating immigrants in the State. The 27-member panel will have 15 months to examine various areas importance relating to the state's immigrant population (education, civil rights, fair housing, healthcare, employment) and then report its findings.
We are looking for a dedicated intern to assist with research and all logistics of outreach-related meetings/events. The successful candidate will work very closely with the legislative liaison/outreach director. In addition to research, the intern will be expected to prepare briefing materials and meeting minutes. Intern must have excellent writing and communication skills, as well as a high level of professionalism. A strong interest in politics and government is an absolute must.

While the schedule is flexible, we are hoping students can work 10-15 hours a week. The intern must be willing to work in the Trenton office 1-2 days a week.

Communications

Our Communications office is responsible for issuing all press releases and reports to the public, as well as updates of our webpage. The intern will work directly with the Communications Director, assisting with special projects and light administrative tasks.

II. Office of Citizen Relations

Department serves as a “voice for the people” and the Office of Citizen Relations is the Public Advocate's front line. The division investigators respond to complaints about state agencies and local governments. They educate citizens on the most effective government service for a particular problem. If a state agency fails to respond, Citizen Relations staff advocate on behalf of citizens to resolve disputes.

Interns will gain valuable insight of the mission of our Department, as well as a greater sense of how government works from the state to the local level. They will provide assistance to Field Reps, as well as assist in the intake of complaints from residents. They will have a great opportunity to interact with core constituents and assist them with finding the appropriate resources.

III. Office of Corrections Ombudsman

The Office of Corrections Ombudsman is our inmate advocacy office. The Office addresses issues, problems and complaints of those confined to the New Jersey state correctional system. The intern will primarily assist with intake of inmates concerns and complaints. He or she will also assist with research as needed and provide support to staff. Issues range from living conditions, proper medical care, and personal property to discrepancies regarding classification/legal records, parole release and occasional harassment issues.

Students with a strong interest in criminal justice and civil rights should consider interning at this office. This internship provides great insight on NJ’s correctional system.

IV. Elder Advocacy
The Division of Elder Advocacy works to secure, preserve and promote the health, safety and welfare of New Jersey’s elderly population, through investigations of abuse and neglect, legislative and regulatory advocacy, policy work, education and outreach.

The intern will be heavily involved in a joint project with the Division of Mental Health Advocacy, evaluating assessments of quality of care within institutional settings using statistical software. The intern will be involved with data entry, research, review of assessments, and writing. Their research and writing will contribute to an important investigative report. Excellent writing skills, a high level of professionalism and commitment is a must.


New Jersey Election Law Enforcement Commission. Trenton
http://www.elec.state.nj.us/

The Commission regulates all candidates for public office in New Jersey, requiring financial reports to be filed and disclosed. The Commission also registers and regulates lobbyists, requiring activity and financial reports to be filed and disclosed to the public. As part of its mission of disclosure, the Commission periodically prepares white paper reports that analyze trends in campaign finance and lobbying. These published reports are made available to the public and are contained on the Commission’s web site. Many university libraries throughout the nation have made these reports available.

The duties of an intern would involve research of data and historical information for use in the white paper series. The learning objectives of the student intern would be to acquire research skills, including data collection, enhance analytical skills, and to improve writing skills in terms of preparation of concise outlines summarizing findings. A strong computer background will be very useful for this internship.

The individual would be working within the Operations and Research Division, headed by the Commission’s Deputy Director. Last updated: 1/12/2010


Internships are available in the Governor's Office including (a) External Affairs, and (b) Constituent Relations, as well as in some of the State Executive Offices. It is possible to work in public policy research and legal research, as well as press relations, legislative correspondence, and public affairs.

Completed application form, letter of interest, writing sample, and resume, as well as interview are all required. Copies of the application form are available from the Internship coordinator.

New York Public Library. New York City.
http://www.nypl.org/research/chss/spe/rbk/mss.html

Internships at The New York Public Library Manuscripts and Archives Division are
flexible, depending on the intern's background and academic requirements. This section of the Library collects organizational records and personal and family papers, and is strongest in the areas of 18th through 20th Century American history and literature. Projects usually concentrate on archival arrangement and description assignments; an intern will typically process and prepare a finding aid for a collection, or series from a collection, several linear feet in size. An introduction to the section's public service operations and preservation activities may also be included. Most projects take place at the Library's Annex (43rd Street between 10th and 11th Avenues). Public transportation is readily available. Intern must be able to work within a 9 to 5, Monday to Friday schedule (no evenings or weekends.) Last updated: 1/25/2010

http://www.thedefenders.nj.gov/index.shtml

The Middlesex Region of the Office of the Public Defender, located in New Brunswick, New Jersey, seeks undergraduate students to participate in unpaid internships. Interns will work with attorneys, investigators and support staff. The Office of the Public Defender Trial Regions, represent indigent defendants and juveniles accused of indictable criminal offenses.

Interns will have the opportunity to apply theories learned in class about the operation of the criminal justice system, to the real world. Interns will gain invaluable interpersonal communication skills by being trained to conduct interviews to elicit critical information. Their writing skills will be enhanced, as they learn how to condense that information to narrative reports to be reviewed by attorneys. Interns will gain experience in team work, as they learn how their efforts, coupled with those of the investigators and support staff, aid in the preparation of defense strategies.

Interns will have opportunities to assist in criminal defense investigations, by serving subpoenas and filing legal documents in court. Opportunities exist to observe various court proceedings and trials, as well as assist attorneys with gathering and collating information. In addition, interns may observe as investigators conduct field investigations such as photographing crime scenes, or examining evidence. Interns will learn how to operate the database Promis Gavel and will become familiar with the general operation of government legal agencies.

Interns may take advantage of agency-sponsored staff training seminars in Trenton, as well as specialized in-house training programs. Special lunch hour informal talks may be scheduled, during which interns will learn about the various job specialties within the agency, such as polygraphy.

Interested students should be mature, reliable, able to follow directions. They should be self-motivated and eager to experience a fast-paced work environment. Interns are selected from a pool of applicants, and are encouraged to apply early. Last updated: 1/12/2010

Rutgers University Press, Livingston Campus, Rutgers University, Piscataway.  
http://rutgerspress.rutgers.edu/

Rutgers University Press seeks student interns interested in experiencing the publishing industry. While previous publishing experience/knowledge is helpful, it is certainly not
necessary. Depending on departmental placement, an intern will have a chance to learn how manuscripts are sought for and contracted with the Press; how copyright and intellectual property rights are transferred; how a manuscript is prepared for publication; how a book cover/jacket is designed; how a book is marketed and publicized, before and after publication; and how author royalties are tracked and how press accounting records are maintained. We seek interns for each of the following departments: administration/rights and permissions/contracts/e-rights; editorial/acquisitions; production/pre-press; marketing/publicity; and business/accounting. Applicants must have excellent writing and communication skills; must be prepared to take a proofreading test and provide writing samples; must have dependable transportation to and from the internship; and must be able to multi-task and prioritize. Paid (not for credit) internships may also be available.

   Site can be reached by Rutgers campus bus. Last updated: 1/8/2009