

Eastern Illinois University
New/Revised Course Proposal Format
 (Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

Banner/Catalog Information (Coversheet)

1. ☒ **New Course** or ☐ **Revision of Existing Course**
2. **Course prefix and number:** ☐ HIS 59803
3. **Short title:** History Internship ☐
4. **Long title:** History Internship (previously titled Internship in Historical Administration)
5. **Hours per week:** ARR Class ☐ ARR Lab ☐ 3 Credit
6. **Terms:** ☐ Fall ☐ Spring ☐ Summer ☒ On demand
7. **Initial term:** ☒ Fall ☐ Spring ☐ Summer Year: 2018
8. **Catalog course description:** (ARR-ARR-3) (CR/NC) The student will secure an internship at an approved historical organization, working under the direct supervision of a public history/museum/history professional. Over the course of the internship the student will engage in supervised professional-level work, will gain a broad exposure to the institution's day-to-day operations, and will complete a special project.
9. **Course attributes:**
 General education component: ☐ N/A
☐ Cultural diversity ☐ Honors ☐ Writing centered ☐ Writing intensive ☐ Writing active
10. **Instructional delivery**
Type of Course:
☐ Lecture ☐ Lab ☐ Lecture/lab combined ☐ Independent study/research
☒ Internship ☐ Performance ☐ Practicum/clinical ☐ Other, specify:

Mode(s) of Delivery:
☒ Face to Face ☐ Online ☐ Study Abroad
☐ Hybrid, specify approximate amount of on-line and face-to-face instruction
11. Course(s) to be deleted from the catalog once this course is approved. ☐ N/A
12. **Equivalent course(s):** N/A
 - a. Are students allowed to take equivalent course(s) for credit? ☐ Yes ☐ No
13. **Prerequisite(s):** HIS 5000 and permission of History Dept. Graduate Coordinator
 - a. Can prerequisite be taken concurrently? ☐ Yes ☒ No

b. Minimum grade required for the prerequisite course(s)? **B**

c. Use Banner coding to enforce prerequisite course(s)? ☒ Yes ☐ No

d. Who may waive prerequisite(s)?

No one ☒ Chair ☐ Instructor ☒ Advisor ☐ Other (specify)

14. Co-requisite(s): N/A

15. Enrollment restrictions

a. Degrees, colleges, majors, levels, classes which may take the course: MA in History
candidates only

b. Degrees, colleges, majors, levels, classes which may not take the course: all others

16. Repeat status: ☐ May not be repeated ☒ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: N/A

18. Grading methods: ☐ Standard ☒ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions:

☒ Grade for course will not count in a student's grade point average.

☐ Grade for course will not count in hours toward graduation.

☐ Grade for course will be removed from GPA if student already has credit for or is registered in:

☐ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in:

20. Additional costs to students:

Supplemental Materials or Software N/A

Course Fee ☒ No ☐ Yes, Explain if yes

21. Community college transfer:

☐ A community college course may be judged equivalent.

☒ A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. ☐ Course is required for the major(s) of _____
☐ Course is required for the minor(s) of _____
☐ Course is required for the certificate program(s) of _____
☒ Course is used as an elective
2. **Rationale for proposal:** With the Historical Administration Program on indefinite hiatus, the title of our internship course is no longer appropriate. Internships provide direct access to the realm of applied (or public) history, and enable History graduate students to take advantage of the vast number of historical organization internships that are available to them. Providing credit for an internship allows the History Department to set specific standards and expectations for that internship experience.

3. **Justifications for (answer N/A if not applicable)**

Similarity to other courses: N/A

Prerequisites: HIS 5000 Historiography is required of all History Graduate students. It provides the foundation for thinking analytically about methods and arguments historians have employed from the Middle Ages to the present day. This knowledge provides students who may take an internship with the tools to think critically about the materials they may encounter, and with the context to understand the genesis or origins of historical documents. The internship needs to be approved by the Graduate Coordinator to ensure that the chosen internship site is a professionally run organization, and that the student will have an experience that meets the department's expectations for internship credit.

Co-requisites: N/A

Enrollment restrictions: Student admitted into the MA History program. The History Department can appropriately supervise internships in historical organizations only for its own MA candidates.

Writing active, intensive, centered: N/A

4. **General education assurances (answer N/A if not applicable)**

General education component: N/A

Curriculum: N/A

Instruction: N/A

Assessment: N/A

5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

Online or hybrid delivery justification: N/A

Instruction: N/A

Integrity: N/A

Interaction: N/A

Model Syllabus (Part II)

Please include the following information:

1. Course number and title
2. Catalog description
3. Learning objectives.
4. Course materials.
5. Weekly outline of content.
6. Assignments and evaluation, including weights for final course grade.
7. Grading scale.
8. Correlation of learning objectives to assignments and evaluation.

1. Course Number and Name: HIS 59801 History Internship

2. Catalogue Description: The student will secure an internship at an approved historical organization, working under the direct supervision of a public history/museum/history professional. Over the course of the internship the student will engage in supervised professional-level work, will gain a broad exposure to the institution's day-to-day operations, and will complete a special project.

3. Learning Objectives:

1. The student intern will identify and explain the day-to-day operations of the institution and/or the department within which s/he is working. (G1)
2. The student intern will evaluate how the mission of the institution drives the day-to-day operations of the institution. (G2)
3. Under the supervision of a public history/museum/history professional, the intern will apply public history/museum/history methods. (G2)
4. Under the supervision of a public history/museum/history professional the intern will create and execute an original special project that applies professional methods and principles. (G4)

These learning objectives correspond to the following graduate learning goals at EIU:

G1. A depth of content knowledge

G2. Critical thinking and problem-solving skills

G3. Effective oral and communication skills

G4. Evidence of advanced scholarship through research and/or creative activity

4. Course materials:

Site-appropriate texts to be assigned in consultation with internship supervisor.

5. Weekly outline of content:

This course consists of twelve weeks (3 months) of full-time employment at an internship at an approved historical organization. The experience will vary from student to student, and from institution to institution.

6. Assignments and evaluation, including weights for final course grade:

This course is taken for credit only. No grade will be assigned.

To obtain credit for the course, students must:

1. Submit an internship report to the graduate coordinator that summarizes and evaluates the overall internship experience. This report will become part of the student's permanent file, and the internship may be a topic of discussion during the student's oral comprehensive exam.
2. Submit an internship special project report that describes and evaluates the special project undertaken during the internship. This report will also become a part of the student's permanent file, and the special project may, likewise, be a topic of discussion during the student's oral comprehensive exam.

3. Submit a letter of evaluation from the student's direct supervisor that outlines the internship expectations and evaluates the student's performance.

7. Grading Scale: N/A

8. Correlation of learning objectives to assignments and evaluation:

	Internship Report	Special Project Report	Letter of Evaluation
The student intern will identify and explain the day-to-day operations of the institution and/or the department within which s/he is working. (G1)	X		X
The student intern will understand how the mission of the institution drives the day-to-day operations of the institution. (G2)	X		X
Under the supervision of a public history/museum/history professional, the intern will understand how public history/museum/history methods are applied in practice. (G2)	X		X
Under the supervision of a public history/museum/history professional the intern will create and execute an original special project that applies professional methods and principles, and that is the intern's own work. (G4)	X	X	X

Date approved by the department or school: 2/14/18

Date approved by the college curriculum committee:

Date approved by the Honors Council (if this is an honors course):

Date approved by CAA: CGS: