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 __x___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:** <u>ARR</u> Class   <u>ARR</u> Lab   <u>1-3</u> Credit

6. **Terms:** ___ Fall   ___ Spring   ___ Summer   __x_ On demand

7. **Initial term**: ___ Fall   ___ Spring   __x_ Summer   Year: __2020____

8. **Catalog course description:** (ARR-ARR-3) (CR/NC) The student will secure an internship at an approved historical or educational organization under the direction of a history/museum/educational 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

    __x_ Internship   ___ Performance   ___ Practicum/clinical ___ Other, specify: _____

    Mode(s) of Delivery:

    __x_ 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   __x_ No

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

    c. Use Banner coding to enforce prerequisite course(s)? __x_ Yes _____ No

    d. Who may waive prerequisite(s)?

        ____ No one ___x_ Chair _____ Instructor ___x_ Advisor _____ Other (specify)

14. Co-requisite(s): ___N/A_____

15. Enrollment restrictions

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

    b. Degrees, colleges, majors, levels, classes which may <u>not</u> take the course: _All others_____

16. Repeat status: ____ May not be repeated ___x_ 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 ___x_ CR/NC __ Audit ____ ABC/NC

19. Special grading provisions:

    __x_ Grade for course will <u>not</u> count in a student's grade point average.

    ____ Grade for course will <u>not</u> 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 __x_No ___Yes, Explain if yes_____

21. Community college transfer:

    ____ A community college course may be judged equivalent.

    __x_ A community college may <u>not</u> be judged equivalent.

    Note: Upper division credit (3000+) will <u>not</u> 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 _____

   __x_ 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 or Internship 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 title: HIS 59803 History Internship

2. Catalog description: The student will secure an internship at an approved historical or educational organization under the direction of a history/museum/educational 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 or educational 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 or Internship 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	X		X

identify and explain the day-to-day operations of the institution and/or the department within which s/he is working. (G1)			
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: 9-3-19
Date approved by the college curriculum committee: 11-6-19
Date approved by the Honors Council *(if this is an honors course):*
Date approved by CAA: CGS: