

# HST 484: History Internship

## Syllabus

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### Section 1: Course Overview

#### Instructor Information

Instructor: Dr. Valerie Adams

Email: [valerie.adams@asu.edu](mailto:valerie.adams@asu.edu)

Phone: 480.727.1526 (front office)

Office Hours: Email for an appointment

Office Location: Polytechnic Campus, Santa Catalina Hall, 251

#### Course Description

This course is a coordinated work experience in industry commensurate with the student's academic program. It will consist of an apprenticeship at the Commemorative Air Force Museum with guidance by the archivist and museum director with university supervision. The internship experience enables students to apply the knowledge and skills they have gained in their academic program to hands-on applications of history.

**Course Credit:** 3 credits

#### Class Meetings:

This course does not have regular class meetings. Students will be meeting with the instructor at the start of the semester to review assigned readings and again at the end of the semester to present their portfolio. Students will be working at their internship site throughout the semester.

Total number of hours required to earn 3 course credits is 150 work hours.

#### Enrollment Requirements:

Junior or Senior standing and approval by the course instructor and museum director.

#### Course Materials:

Steven Lubar and Kathleen M. Kendrick, "What is Worth Saving" and "A Treasure House," in *Legacies: Collecting America's History at the Smithsonian* (Washington: Smithsonian Institution Press, 2001), 8-19, 20-59.

Stephen E. Weil, "From From Being about Something to Being for Somebody: The Ongoing Transformation of the American Museum," in *Making Museums Matter* (Washington: Smithsonian Institution Press, 2002), 28-49.

Cherstin Lyon, "Portals and Praxis in Japanese American Public History" in *Southern California Quarterly*, Vol 98, No. 3 (Fall 2016) pp 259-274.

Randall Jimerson, "Ethical Concerns for Archivists" in *The Public Historian*, Vol. 28, No. 1 (Winter 2006), 87-92.

### **Student Responsibilities:**

- Student will assist curator in processing incoming historic artifacts and preparing a record to support research, exhibit and education programs.
- Analyze and assess collections of items grouped by the curator (identify item(s) , use, relationship to persons or events).
- Using basic critical inquiry and reference sources record basic descriptive information describing the significance or relevance of the item(s).
- Propose potential storylines for exhibits, speaker programs, or other methods to contribute to the knowledge of both historians and the public.
- Prepare the resulting records with the collection for preservation, cataloging, storage or installation in an exhibit (may include mounting, photographing, digitizing, wrapping, labeling, loading and cataloging on a computer et al).
- Prepare selected items or groupings for uploading to online services (for example Arizona Memory Project).

## **Section 2: Course Policies**

### **How to Succeed in this Course:**

Submit all course documents as specified on this syllabus.

Adhere to the internship work hours as agreed upon with your internship supervisor.

Perform all required internship tasks as specified by your internship supervisor.

### **Grading and Work to be Submitted:**

Each activity is scored out of 100 points:

1. Your internship application.
2. Written summary of the assigned readings.
3. Maintenance of weekly record of hours worked in areas or at specific tasks, documented in a bi-weekly form.
4. Both a mid-term report and a final report.
5. Your supervisor's final evaluation.
6. Thank you letter to your supervisor.

Note: Supervisor evaluations are mandatory. If your supervisor is unwilling to provide an evaluation for your entire internship experience, a letter must be submitted stating reasons for this decision.

**Standards for written work:**

All reports must be typewritten and double-spaced.

The midterm report must be 3 pages in length.

The final report must be 5 pages in length.

The summary of the bi-weekly reports must include a compilation of total hours worked and a breakdown of duties performed with total hours in each duty.

**Submitting Assignments**

All assignments, unless otherwise announced, must be submitted to the designated area of Canvas.

**Late or Missed Assignments**

Accommodations will be made for religious observances provided that the students notify the instructor at the beginning of the semester concerning those dates. Students who expect to miss class due to officially university-sanctioned activities should inform the instructor early in the semester. Alternative arrangements will generally be made for any work affected by such absences. These policies are in accord with [ACD 304-04](#) and [ACD 304-02](#).

**Syllabus Disclaimer**

This syllabus is to be used as a guideline only. The information provided is a summary of topics to be covered in the class. Information contained in this document such as assignments, grading criteria, due dates, office hours, required textbooks are subject to change, Students will be notified accordingly.

**Section 3: Class Schedule**

No formal class meetings.

**Section 4: University Policies**

**Academic Integrity**

Arizona State University and the College of Integrative Sciences and Arts strongly believe in academic integrity; thus cheating and plagiarism is not tolerated. If a student is charged with academic dishonesty and found to be in violation, disciplinary action will be taken and a student's name will be kept on file. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), failing to turn in your own work for group projects, as well as providing materials of any type to a homework help site or a study resource site. Disciplinary action may result in a reduced grade for

the assignment or class, suspension or expulsion from the university, and/or an XE on his or her transcript. For further information, please read the Student Academic Integrity policy at <https://provost.asu.edu/academic-integrity>.

### **Students with Disabilities**

If you need academic accommodations or special consideration of any kind to get the most out of this class, please let me know at the beginning of the course. If you have a disability and need a reasonable accommodation for equal access to education at ASU, please call Disability Resources for Students.

The site can be found here: <https://eoss.asu.edu/drc>

<b>Downtown Phoenix Campus</b> University Center building, Suite 160 Phone: 602.496.4321 E-mail: <a href="mailto:DRCDowntown@asu.edu">DRCDowntown@asu.edu</a>	<b>Tempe Campus</b> Matthews Center building, 1st floor Phone: 480.965.1234 E-mail: <a href="mailto:DRCTempe@asu.edu">DRCTempe@asu.edu</a>
<b>Polytechnic Campus</b> Sutton Hall - Suite 240 Phone: 480.727.1039 E-mail: <a href="mailto:DRCPoly@asu.edu">DRCPoly@asu.edu</a>	<b>West Campus</b> University Center Building, Room 130 Phone: 602.543.8145 E-mail: <a href="mailto:DRCWest@asu.edu">DRCWest@asu.edu</a>

### **Mental Health**

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. Here is the Web site:

<https://eoss.asu.edu/counseling>. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

### **Student Code of Conduct**

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V –Campus and Student Affairs: Code of Conduct located online at <http://students.asu.edu/srr/code> and the ACD 125: Computer, Internet, and Electronic Communications available at <http://asu.edu/aad/manuals/acd/acd125.html>.

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 <http://www.asu.edu/aad/manuals/ssm/ssm201-10.html>. An instructor may withdraw a student from a course with a mark of "W" or "E" when the student's behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.

### **Harassment Prohibited**

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office.

### **Title IX**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

“As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

### **Statement on Inclusion**

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

### **Syllabus Disclaimer**

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Blackboard.

### **Campus Resources**

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: <https://students.asu.edu/academic-success>

- Counseling Services: <http://students.asu.edu/counseling>
- Financial Aid: <http://students.asu.edu/financialaid>
- Disability Resource Center: <http://www.asu.edu/studentaffairs/ed/drc/>
- Major/Career Exploration: <http://uc.asu.edu/majorexploration/assessment>
- Career Services: <http://students.asu.edu/career>
- Student Organizations: <http://www.asu.edu/studentaffairs/mu/clubs/>
- ASU Writing Centers: <https://tutoring.asu.edu/writing-centers>
- ASU Police Department: <https://cfo.asu.edu/police>
- International Student Resources: <https://students.asu.edu/international/support/academic>