



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

# CONTENTS

---

---

1.) Introduction, Objectives, and Site Examples	2
2.) Rules and Guidelines	5
3.) Steps in Arranging an American Studies Internship	9
4.) Student Assignments and Evaluation	13
<i>Appendix I: On-Site Facilitator's Intern Evaluation Form</i>	16

## 1.) Introduction, Objectives, and Site Examples

---

Imagine opening a court document that was sealed in the nineteenth century in order to conserve and record its contents, carefully plying through boxes of artifacts from the 1904 World's Fair to prepare them for an exhibit, working with a neighborhood organization in St. Louis to create a community garden, or performing outreach to help a labor alliance promote immigrant workers' rights. These are just some of the exciting and important activities that students have engaged in through internships developed within the Department of American Studies.

To help students to apply American Studies theories and methods within practical work environments

To provide venues for students to develop skills in applied research, critical analysis, and writing

For undergraduate American Studies majors, an internship also works to fulfill Student Learning Outcome 5 from the learning outcomes the department has adopted for the major:

Students will synthesize knowledge gleaned from American Studies coursework with surrounding communities and public life, particularly in service of questions of social justice and solidarity.

- Students will combine their classroom knowledge with internships, service learning, or community-based research projects.
- Students will integrate academic with practical and vernacular knowledge and apply their skills in the service of others.

## Potential host sites

St. Louis has rich collection of institutions and community organizations to consider as host sites. (A list of local examples appears in Appendix II below.) Or, if you'll be away from St. Louis during the summer or a particular semester, you're free to propose a host site in another part of the country or world, just as many of our students have done in the past.

Generally, American Studies internship students follow one of two paths in choosing a host organization. The first is working with institutions in the public humanities. For instance, numerous American Studies students have undertaken projects in the Missouri History Museum's collections, conducting research on artifacts, promoting events, and assessing exhibit design. Others conserved and catalogued a trove of documents for the Circuit Court Records project. Students

organizing. For example, several students partnered with a bicycle repair and arts program for children in Old North St. Louis. Our students have supported the degree completion of under-resourced students through the nonprofit College Bound and they have promoted racial justice in the region's criminal justice system by taking on communications tasks for ArchCity Defenders. Some have assisted Community Forward, a Ferguson, Missouri, nonprofit organizing for economic empowerment across municipal boundaries in North St. Louis County, while others have produced analyses of racial and class inequities in regional public-school funding for the nonprofit group A Red Circle.

These are just a few examples of the creative local internships developed by recent students in American Studies—not to mention the host of inventive internships our students have arranged at institutions in cities and regions elsewhere. Our faculty internship supervisor will be happy to speak with you about organizations whose missions match your own passions and interests.

## 2.) Rules and Guidelines

---

The guidelines below apply to all students seeking to take an American Studies internship for course credit. Please read them carefully and direct any questions to the faculty internship supervisor.

### Eligibility

To undertake an internship for American Studies course credit, you must be a BA student (i.e., a declared major or minor), MA student, PhD student, or MA-to-PhD student in SLU's Department of American Studies. You also need to meet all eligibility requirements set by the host organization. Your participation requires the consent of both the American Studies faculty internship supervisor and the host organization.

Depending on the agreement reached between you and the host organization, your internship may be paid or unpaid; both types are equally eligible for









### 3.) Steps in Arranging an American Studies Internship

---

Setting up an internship for academic credit in American Studies is usually fairly easy. However, you'll need to work closely with the department's faculty internship supervisor to ensure approval at each stage in the process. When setting up an internship, you should follow the sequence outlined below.

#### **Step 1: Schedule a conversation with the faculty internship supervisor**

Your starting point is an informal meeting—or, at the very least, an email exchange—with the department's faculty internship supervisor. You don't yet need to know what site you hope to work at or anything else about the internship you'll undertake. The faculty member will discuss relevant policies and procedures with you, and they'll help you brainstorm about potential sites where you can best develop your

different communication medium (e.g., following up on an unanswered email by sending a letter or leaving a voicemail).

### **Step 3: Secure on-site facilitator's agreement and obtain projected task list**

Once your contact person (your future on-site internship facilitator) agrees in principle to have you work with their institution, obtain a list of tasks they envision having you perform over the semester.

Also, make sure they're able to provide at least 120 hours of on-site work during the span of the internship. This comes to approximately eight hours per week during the 15-week fall and spring semesters or ten hours per week during the 12-week summer session.

### **Step 4: Negotiate learning objectives with the faculty internship supervisor**

Using your task list and other information gleaned from the on-site facilitator who'll be directing your work, develop a rough draft of three to six learning goals and objectives for the internship. Simply put, these are brief statements of one or two lines each, detailing specific types of knowledge you aim to obtain and/or skills you expect to acquire through engaging in this specific internship.

These goals and objectives should clearly complement your studies and educational ambitions within your American Studies degree program. They should align with the general internship course objectives found on pages 2–3 above and, for undergraduate majors, should also align with Student Learning Outcome 5 found on page 3 above. Send your draft list to the faculty internship supervisor, who'll help you refine it before approving the list once it's satisfactory.







correlation with the agreed-upon





## *Appendix I: On-Site Facilitator's Intern Evaluation Form*

An editable MS Word version of the two-page form shown below will be sent to the on-site facilitator, to be completed and returned at the internship's conclusion.

Intern Evalun



*Appendix II:*

### *Appendix III: Application for Summer Tuition Coverage*

---

Donations from SLU American Studies alumni and supporters make it possible for the department to cover summer internship tuition for a limited number of students each year. In most circumstances, such support can be offered only to current undergraduate majors in American Studies.

Students showing demonstrated need may request a full summer scholarship to cover the cost of a summer internship. Students interested in summer internships and requiring a scholarship should apply to the department when they begin the internship search process, ideally six weeks before the start of the summer term.

Applications should consist of no more than one double-spaced page describing the student's interest in the internship and explaining that without the summer scholarship the student would find it financially onerous or impossible to undertake the internship.

Applications should be submitted to the faculty internship supervisor, who will bring them to the department faculty for consideration.